



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

**OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT**

15 September 2005

Subject: Request for Quotation (RFQ) No. RFQ-DC-05-00442, U.S. EPA Region 8 Office
Systems Furniture

Dear Sir or Madam,

The purpose of this letter is to forward the subject RFQ. The contractors are hereby reminded that it is the contractors' responsibility to review all documents provided with this RFQ. The contractors shall submit the complete quotation by 3 p.m. EST on September 28, 2005. If you have any questions regarding this matter, please contact me at 202-564-2832.

Sincerely,

A handwritten signature in black ink, appearing to read "Mi Suk Cox", is positioned above the typed name.

Mi Suk Cox
Contracting Officer
U.S. Environmental Protection Agency

REQUEST FOR QUOTATION (This is not an order)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES 1 5																	
1. REQUEST NO. RFQ-DC-05-00442		2. DATE ISSUED 09/15/2005		3. REQUISITION/PURCHASE REQUEST NO. PR-DC-05-03387		4. CERT. FOR NAT. DEF. UNDER BOSA REG. 2 AND/OR DMS REG. 1		RATING														
5a. ISSUED BY US EPA IMMEDIATE OFFICE SUPERFUND/RCRA REGIONAL PROCUREMENT OPE 1200 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20460 Mail Drop: 3805R						6. DELIVER BY (Date) 11/01/2005																
5b. FOR INFORMATION CALL: (No collect calls)						7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)																
Name MI COX			TELEPHONE NUMBER			9. DESTINATION																
8. TO:						a. Name of Consignee US EPA Mail Drop: U.S. EPA, REGION 8 8PSA																
a. Name			b. Company			b. Street Address 999 18TH STREET, SUITE 300																
c. Street Address						c. City DENVER,																
d. City			e. State		f. Zip Code		d. State CO		e. Zip Code 80202													
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) 09/28/2005			IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this request for Quotations must be completed by the quoter.																			
12. SCHEDULE (Include applicable Federal, State and Local taxes)																						
<table><tr><td>ITEM NO. (a)</td><td>SUPPLIES/SERVICES (b)</td><td>QUANTITY (c)</td><td>UNIT (d)</td><td>UNIT PRICE (e)</td><td>AMOUNT (f)</td></tr><tr><td>1</td><td>See Attachment 2</td><td>0</td><td>JOB</td><td></td><td></td></tr></table>											ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	1	See Attachment 2	0	JOB		
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)																	
1	See Attachment 2	0	JOB																			
12. DISCOUNT FOR PROMPT PAYMENT			a.10 Calendar Days (%)		b.20 Calendar Days (%)		c.30 Calendar Days (%)		d. Calendar Days Number Percent													
NOTE: Additional provisions and representations <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached.																						
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION				15. Date Of Quotation														
a. NAME OF QUOTER																						
b. STREET ADDRESS																						
c. COUNTY				16. SIGNER				b. TELEPHONE Area Code														
d. CITY		e. STATE		f. ZIP CODE		c. TITLE (Type or Print)				Number												

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia:

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (Oct 2000)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 235990 (insert NAICS code).
- (2) The small business size standard is \$12 million (insert size standard).
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) Representations. (1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.
- (2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.
- (4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.
- (5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.

(c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse of permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern", means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern", means a small business concern--

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.
- (End of provision)

TAXPAYER IDENTIFICATION (FAR 52.204-3)(10/30/98)

(a) Definitions.

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia:

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

☐ TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other _____.

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

Additional Clause(s):

EPAAR 1552-237-76 GOVERNMENT - CONTRACTOR RELATIONS (JUL 99)

(a) The Government and the Contractor understand and agree that the services to be delivered under this contract by the contractor to the Government are non-personal services and the parties recognize and agree that no employer-employee relationship exists or will exist under the contract between the Government and the Contractor's personnel. It is, therefore, in the best interest of the Government to afford both parties a full understanding of their respective obligations.

(b) Contractor personnel under this contract shall not:

- (1) Be placed in a position where they are under the supervision, direction, or evaluation of a Government employee.
- (2) Be placed in a position of command, supervision, administration or control over Government personnel, or over personnel of other Contractors under other EPA contracts, or become a part of the Government organization.
- (3) Be used in administration or supervision of Government procurement activities.

(C) Employee Relationship:

(1) The services to be performed under this contract do not require the Contractor or his/her personnel to exercise personal judgment and discretion on behalf of the Government. Rather the Contractor's personnel will act and exercise personal judgment and discretion on behalf of the Contractor.

(2) Rules, regulations, directives, and requirements that are issued by the U.S. Environmental Protection Agency under its responsibility for good order, administration, and security are applicable to all personnel who enter the Government installation or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

(d) Inapplicability of Employee Benefits: This contract does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.

(1) Payments by the Government under this con

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 00)
COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 2000)

(a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

- (1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.
- (2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.
- (3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.
- (4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (II) (OCT 00)

(b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

(1) IRM Policies, Standards and Procedures. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A - Minimum Set of Data Elements for Groundwater.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (III) (OCT 00)

(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. This document may be found at: <http://www.epa.gov/docs/etsdop/>.

(c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency
Office of Administration

Facilities Management and Services Division
Distribution Section
Mail Code: 3204
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Phone: (202) 260-5797

(d) Electronic Access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

****end of clause****

EPAAR 1552.233-70 NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS (JUL 99)

Agency protests must be filed with the Contracting Officer in accordance with the requirements of FAR 33.103(d) and (e). Within 10 calendar days after receipt of an adverse Contracting Officer decision, the protester may submit a written request for an independent review by the Head of the Contracting Activity. This independent review is available only as an appeal of a Contracting Officer decision on a protest. Accordingly, as provided in 4 CFR 21.2(a)(3), any protest to the GAO must be filed within 10 days of knowledge of the initial adverse Agency action.

FAR 52-213-4 Terms and Conditions--Simplified Acquisitions (Other than Commercial Items) (MAY 99)
See <http://www.arnet.gov> to review the full text of this FAR clause.

FAR 52.232-33 Payment by Electronic Funds Transfer - Central Contractor Registration (MAY 99)
See <http://www.arnet.gov> to review the full text of this FAR clause.

FAR 52.232-34 Payment by Electronic Funds Transfer - Other Than Central Con. Registration (MAY 99)
See <http://www.arnet.gov> to review the full text of this FAR clause.

FAR 52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 84)
See <http://www.arnet.gov> to review the full text of this FAR clause.

Instructions for Submission of Quotations

- A. The Contractor shall submit the complete quotation by 3 p.m. EST on September 28, 2005. The Contractors may mail hard copies to:

(1) U.S. POSTAL SERVICE ADDRESS:

U.S. Environmental Protection Agency (U.S. EPA)
Ariel Rios Building
Attention: Mi Suk Cox (Mail Code 3805-R)
1200 Pennsylvania Avenue, NW
Washington, DC 20460; or

(2) HAND CARRY/COURIER/OVERNIGHT CARRIER ADDRESS:

U.S. Environmental Protection Agency (U.S. EPA)
Ronald Reagan Building
Attention: Mi Suk Cox (Mail Code 3805-R)
1300 Pennsylvania Avenue, NW
Washington, DC 20004

B. General Requirements

- 1) Contractors shall submit one (1) copy of the GSA contract and/or commercial brochure(s) and price lists with all approved modifications thereto, governing this submittal. A CD-ROM is acceptable.

(NOTE: THE CONTRACTORS MUST HAVE A 7 YEAR LEASE PLAN UNDER GSA CONTRACT SCHEDULE BEFORE THE SUBMISSION OF QUOTATIONS.)

- 2) Contractors shall submit a signed original and four (4) copies of the complete quotation. Faxed submissions will not be accepted.

C. Format for Quotations

Technical Project Plans

- 1) The quotation submitted in response to this RFQ shall be formatted as described below. Contractors shall furnish the original and four (4) copies.
- 2) The submission shall be organized as outlined below and with the tabs indicated:

- a) **Tab 1.** Completed copy of GSA Standard Form 18 with authorized signature of the GSA Federal Supply Schedule contractor.
- b) **Tab 2.** Office/Workstation Parts/Price Listings. Include workstation CAD conversion to vendor-specific product with key. Indicate dimensions clearly as to which surface or centerline is referenced. Include plan, elevation and dimensions of each typical workstation.
- c) **Tab 3.** Catalogs/Price Lists/Finish Books applicable (**clearly marked with products quoted**).
- d) **Tab 4.** Reference and Qualification Forms (Appendix E)
 - (i) Project Reference Forms providing at least two existing installations for EPA evaluation
 - (ii) Manufacturer's Project Team References
 - (iii) Dealer Project Team References
 - (iv) Installer Project Team References
 - (v) Past performance reports (e.g. from Open Ratings, Inc., the National Institute of Health Past Performance Data Base, the Past Performance Information Retrieval System, or other source).
- e) **Tab 5.** Complete information on Environmental Policies and Practices as described in Appendix D.
- f) **Tab 6.** Provide examples and/or description of project scheduling and control documents which will be utilized during the project. Describe the management approach for accomplishing the tasks as described in this SOW and plan for managing and coordinating the proposed work. Demonstrate the proposed system for monitoring and controlling the work, and methods for forecasting/preventing delays and identifying/correcting problems. Provide an organization chart and telephone numbers for the project team describing relationships and workflow.
 - (i) Project schedule should include:
 - (a) Receipt of design intent drawing
 - (b) Conversion of design intent to installation plans
 - (c) Order review (includes documentation of workstation layouts, elevations or 3D's and selected finishes)
 - (d) Order entry
 - (e) Production scheduling
 - (f) Order acknowledgement
 - (g) Change order handling, charges, etc.
 - (h) Manufacturer and shipping of order
 - (i) Installation scheduling through punch list
 - (j) As-built plans (showing final as-built conditions)
- g) **Tab 7.** Describe the plan for identifying, selecting, and monitoring subcontractors, vendors and suppliers for quality work. Explain how the Contractor proposes to ensure sufficient tracking and control of subcontract efforts. Include a source list identifying all subcontractors, vendors and suppliers (firm names and telephone numbers) to be used on this project and a brief description of the

work and/or products provided by each. Describe complaint resolution processes. Describe buy-back program, outlining credits, terms and conditions. Describe 'greening' and recycling programs in place for subcontractors, vendors and suppliers.

- h) **Tab 8.** Provide one example of recently completed installation drawings (one phase or floor of a project) for review.
- i) **Tab 9.** Provide a proposed Milestone Schedule delineating the tasks from order receipt through installation and acceptance by the EPA with anticipated occupancy beginning in Fall 2006, including, but not limited to:
 - (i) Conversion of the workstation standards of the Design Intent Drawings. For purposes of this Milestone Schedule submittal estimate five (5) variations of the basic workstation type provided.
 - (ii) Conversion of Design Intent Furniture Drawings to Installation plans.
 - (iii) Order Review (Bill of Materials)
 - (iv) Order Entry
 - (v) Production Scheduling
 - (vi) Order Acknowledgement
 - (vii) Last Date of Change Orders with no production schedule impact. Assume change orders represent 10% of order.
 - (viii) Last Date of Change Orders with no installation schedule impact. Assume change orders represent 10% of order
 - (ix) Final (complete) Order Ship
 - (x) Shipping Duration
 - (xi) Storage and Handling Provisions
 - (xii) Quick Ship Provisions
- j) **Tab 10.** Product warranties
 - (i) Provide a copy of the manufacturer's standard product warranty as part of this offer in accordance with the Schedule Contract Terms and covering the items offered.
 - (ii) In keeping with the FSS 71, Part I contract, the warranty runs from the point of acceptance of each phase of the phased installation of the furniture.
 - (iii) Under FSS 71, Part I, the provision of clause FAR 52.212-4 "Liquidated Damages-Supplies, Services or Research and Development" will apply to this procurement.
 - (iv) The Contractor shall provide proof of the following warranties concerning the furniture in this quotation:
 - (a) The Contractor must guarantee availability of systems furniture parts and components compatible with the original installation for a minimum of ten (10) years after award of contract
 - (b) The Contractor shall warranty all freestanding furniture with their standard commercial warranty.
- k) **Tab 11.** Detailed narrative of how proposed product meets or exceeds Technical Specifications for Modular/Systems Furniture described in

Appendix A. Narrative should clearly identify each item as numbered in Appendix A.

- 1) **Tab 12.** GSA Schedule Contractor's executed contract and GSA Furniture leasing terms and considerations. **(Note: THE CONTRACTORS MUST HAVE A 7 YEAR LEASE PLAN UNDER GSA CONTRACT SCHEDULE BEFORE THE SUBMISSION OF QUOTATIONS.)**
- (a) Provide an electronic copy preferably in Microsoft Word of the Schedule contractor's signed executed GSA Schedule Contract.
 - (b) Provide the terms and conditions for lease rates, cancellations, and buyouts negotiated by GSA in an electronic copy preferably in Microsoft Word.
- 3) **Signature by Authorized Official:** Contractors are advised that quotations must be signed by an authorized individual, as designated in each individual contract. Additionally, all quotations must be submitted in the name of the GSA Federal Supply Schedule contractor. A quotation submitted in the name of, or signed by any other source, will be disqualified from consideration.
- 4) **Parts List:** Contractors must furnish a parts list for each office and workstation, complete with list pricing and catalog page number for all components of each office and workstation. Parts listed must be highlighted in the appropriate catalog or pricing document.
- 5) **Panel Sharing:** Contractors shall include no panel sharing factor in their prices.
- 6) **Estimated Quantities:** The quantities given by the EPA in this SOW are estimates only and no guarantee as to quantity and type of furniture to be ordered is implied.
- 7) **List Prices:** The list prices offered shall be the current GSA contract list prices at the date of this RFQ. The list prices are not subject to change. It is the intent of the EPA to accommodate access to new introductions in the product line throughout the term of the lease period and any extension to it.
- 8) **Availability of Funds:** Funds are not available at present for all potential delivery orders resulting from this RFQ. The Government's obligation under delivery orders resulting from this RFQ is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No order will be placed until funds have been obligated. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for delivery orders resulting from this RFQ and until the

successful schedule contractor receives notice of such availability in writing by the Contracting Officer.

- 9) Storage Facilities and Methods: The manufacturer must be able to provide storage facilities for the furniture in case the EPA cannot accept a delivery as planned.

- 10) Change Provision: Provide change revisions in accordance with the existing Schedule Contract.

D. Definitions

- 1) References to "working days" shall mean Government working days which exclude all weekends and Federal holidays.
- 2) References to "days" shall mean calendar days (e.g., "30 days after award" shall mean 30 calendar days).
- 3) References to the Contractor, Manufacturer, Designer, and Installer shall all be construed to refer to the successful Contractor responding to this RFQ.

Evaluation of Quotations

A. Evaluation factors

- (1) This procurement is being conducted using Federal Supply Schedule procedures under FAR subpart 8.4. The Government will award the Federal Supply Schedule Delivery Order on the basis of the **quotation that is technically acceptable with the lowest price.**
- (2) The following factors will be used to evaluate quotations:
 - a. Review of Technical Project Plans
 - b. Price
 - c. Past Performance
- (3) The factors that establish the requirements of acceptability above are set forth in the Request for Quotation (RFQ). The Schedule Contractor must address all of the factors, with no ambiguity, and must ensure that the quotation provides proper supporting documentation that is verifiable.
- (4) To be considered acceptable and eligible for evaluation, quotations must be prepared and submitted in accordance with the instructions given in the document, and must meet all requirements set forth in the RFQ.

- (5) Project plans must meet all technical specifications and environmental standards described in Appendices A and D in order to receive further consideration.
- (6) Once it is determined that the minimum requirements are met Past Performance will be evaluated. Elements of Past Performance to be evaluated are (1) quality of performance, (2) cost performance, (3) schedule performance, and (4) business relations.
- (7) The Agency will solicit competitive quotes, contact each viable competitor, if necessary, to fully understand its quote, and make an award.

B. Price Schedule

- 1) The contractors shall complete the following categories (A, B, C, D, E, & F) of the price schedule, Attachment 2:

- A – Contractor Name
- B – List Price Per Workstation
- C – Discount Rate
- D – Residual Value Rate
- E – APR
- F – Unit Price

- 2) The contractors are also provided a separate electronic version of the price schedule in an excel spreadsheet. Formulas are already built into the electronic version of the price schedule; therefore the contractors are only required to fill-in the six categories as identified above. The contractors' grand total price is a sum of the Total Lease Payments, Residual Buyout, Design Services, Installation Services, and Optional Reproduction Services. **(NOTE: Attachment 2 - In addition to submitting the hard copy, the contractor shall submit the electronic version on a CD or floppy diskette.)**

C. IMPORTANT NOTES:

- 1) The request for quote does not constitute a FSS delivery order. The FSS delivery order is not a binding contract unless and until the Government Contracting Officer signs the FSS delivery order, returns a signed copy to the contractor and the contractor begins performance.
- 2) The unsuccessful Contractor(s) will be notified by the Contracting Officer after the selection is made.
- 3) The EPA will pay the contractor as follows, and upon submission of complete invoices approved by the EPA Project Officer:
 - i. Design Services: Payment will be made, at the price set forth in the

delivery order, upon acceptance of the Final Installation Plans per floor or phase as mutually agreed upon by the contractor and the EPA Project Officer.

- ii. Installation Services: Payment will be made, at the price set forth in the delivery order, upon completion of installation for all floors and correction of all punch list items to the satisfaction of the EPA Project Officer.
 - iii. Furniture Systems Lease: The first day of the lease of the furniture systems for a floor or phase will be the earlier of either: (1) acceptance by the EPA of the installation services for that floor or phase, including correction of punch list items; or (2) occupancy by EPA personnel of that phase. The occupancy date shall be the date that EPA personnel transfer from their previous office location to the new building.
- 4) Change Orders: Prices quoted for design and installation are firm fixed prices. Changes in price resulting from modifications to the scope of work, when authorized in writing by the EPA Contracting Officer, shall be submitted with supporting documentation for review and compensation as appropriate.
 - 5) In addition to providing hard copies of workstation drawings, the Government is also providing these drawings in CAD.
 - 6) Any contract awarded to a Contractor, who, at the time of award, was suspended, debarred, or ineligible for receipt of contract with Government Agencies or in receipt of a notice of proposed debarment from any Government Agency, is voidable at the option of the Government.

Statement of Work
Modular/Systems Furniture Procurement
For
U.S. EPA
Region 8
Denver, Colorado

September 15, 2005

Statement of Work
Modular/Systems Furniture Procurement
U.S. EPA, Region 8
Denver, Colorado

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1. General Information and Price Quotation

A. Purpose

- 1) This Request for Quotations (RFQ) solicits offers from vendors to provide modular/systems furniture and distributed filing areas for the new EPA facility soon to be under construction at 16th and Wynkoop in the lower downtown district of Denver, Colorado.

B. The new EPA building will, at a minimum, meet LEED silver certification. The building incorporates specially selected construction materials and finishes.

- 1) Systems furniture and distributed filing shall either be Greenguard certified or shall have been tested within the year prior to the date of this RFQ by an independent air quality testing laboratory using testing protocol based on EPA's Environmental Technology Verification Large Chamber Test Protocol for Measuring Emissions of VOCs and Aldehydes (September 1999) and shall demonstrate that the furniture meets or exceeds the allowable emission levels used by the Greenguard program.
- 2) The EPA will examine the manufacturing policies and practices of the Offerors to verify that such practices are environmentally friendly.
- 3) The EPA requires that its schedule be implemented in order to coordinate occupancy with the lease expiration of existing facilities to be vacated. The EPA intends to apply financial penalties in the event of delays to the scheduled delivery of furniture.
- 4) The EPA wants to minimize the inventory of furniture, and requires a furniture product that is flexible, capable of being easily assembled and reassembled, and can be used in private offices, open plan workstations, and distributed filing areas.
- 5) All furniture will be leased with an option to purchase under the GSA Federal Supply Schedules. Delivery orders are expected to exceed maximum order limits, therefore, manufacturers are requested to include discounts from contracted prices.
- 6) Products shall be warranted against defects in materials and production for a minimum of ten years.

2. Leased Modular/Systems Furniture and Distributed Filing Price Quotations (SIN 711.96)

A. Technical Specifications

- 1) Technical specifications for typical private offices and open office workstations to be priced are given in Appendix A and are illustrated in Appendix B. Estimated furniture quantities are given in Appendix B. For open office workstations, prices will be provided for a single workstation without panel sharing.
- 2) Technical specifications for distributed filing components to be priced are given in Appendix A, and are illustrated in Appendix B. Estimated filing requirements are given in Appendix B.
- 3) Price quotations will be evaluated based on a seven (7) year lease period, with an option to purchase, in accordance with GSA Federal Supply Schedule 71, Part I, SIN 711.96.

B. Modular/Systems Furniture Prices

- 1) Workstations and distributed filing areas shall be priced based on the typical office configurations given in Appendix B (as adapted to the vendor's specific product line); workstation configurations may vary in a typical private office or open space workstation. Drawings are provided in Appendix B.
- 2) The quantities shown in Appendix B are estimates for the purpose of pricing only and no guarantee is given that the types or quantities of private offices, workstations, and distributed filing areas shown in the Appendix will be purchased. Prices quoted shall be based on a 7-year lease period and shall be based on a discount from the manufacturer's GSA contract and current product catalog at the time of the order, as well as any updates to the catalog published during the contract period. It is intended that the EPA will have access to any upgrades to the vendor's products that may take effect during the term of the contract.

3. Design Services Price Quotations

- A.** The Scope of Work for Design Services and Project Management Services is described in this SOW and in GSA's Federal Supply Schedule, Part 71, Part 1, SIN 711.94. Tasks required include:

- 1) Attendance at a pre-design orientation meeting (scheduled within five (5) working days of award of the contract).
- 2) Conversion of generic workstations and distributed filing areas shown on the EPA's Design Intent Furniture Drawings to vendor-specific

workstations and distributed filing areas, including materials and finishes.

- 3) Preparation of Installation Drawings, including component plans, panel plans, and power/communication plans. Furnish Installation Drawings for review; two (2) sets of paper prints, one (1) electronic copy, and one (1) set of reproducible drawings.
- 4) Verification of jobsite conditions and dimensions.
- 5) Preparation of parts lists (Bills of Materials) for order placement. The software program used to generate the Bill of Materials will be compatible with AutoCAD 2005.
- 6) Verification and approval of Installation Drawings with EPA.
- 7) Preparation of Project Schedules by Phase and/or Floor, incorporating all relevant trades (e.g., electricians, telecommunications cabling installers, and builder/architect).
- 8) Preparation of book of typical workstations, distributed filing areas and finish specifications, including final as-built workstations and distributed filing areas.
- 9) Preparation of a product maintenance handbook. This will be made available in an electronic format with one (1) reproducible copy.
- 10) Providing on-site management, coordination and technical assistance to the EPA's representatives as may be required during the design and construction phases.
- 11) Provide a mock up of a cluster of the EPA's open space workstation configurations, in representative materials and finishes, for display in current EPA office location.
- 12) Preparation of an as-built maintenance plan using AutoCAD 2005.

B. The firm fixed rate for design and layout services, including (1) two copies of the book of EPA-approved typical workstations and distributed filing areas, (2) two Finish Specification and Maintenance Handbooks, and (3) two copies of the book of EPA-approved as-built workstations and distributed filing areas.

- 1) The firm fixed price for preparation and delivery of two copies of the book of EPA-approved typical workstations and distributed filing areas, and two copies of the Finish Specification and maintenance handbooks (to include finishes for each typical workstation and distributed filing area).

- 2) The firm fixed price for preparation and delivery of two copies of the book of EPA-approved as-built workstations and distributed filing areas.
 - 3) The firm fixed price for preparation and delivery of as-built Maintenance Plan (one set of prints and one set of reproducible drawings), using AutoCAD 2005, and two copies of the modular/systems furniture warranties and instructions.
- C. Provide unit prices for reimbursable photocopying, diazo printing, or other reproduction costs for additional copies of documents and drawings.
- D. The performance of design services not listed in the Scope of Work requires the written approval of the EPA Contract Officer prior to implementation. No relief will be given to the contractor for design services outside the scope of work and performed without such prior approval.
4. Installation Services Price Quotations
- A. The Scope of Work for Installation Services is described in this SOW and in GSA's Federal Supply Schedule 71, Part I, SIN 711.95. Tasks required include:
- 1) Verification of access, staging areas, and elevator and corridor clearances. Coordination of scheduling with the EPA and GSA for access and elevator use, including access for after-hours deliveries.
 - 2) Providing on-site management, coordination, and technical assistance to the Government's representatives during the installation phase.
 - 3) Installation includes:
 - (i) Modular/systems furniture and distributed filing areas
 - (ii) Panel and base unit installation
 - (iii) Electrical installation within workstations/panels
 - (iv) Coordination with electricians and telecommunications installers providing building interface with panels. General coordination and technical assistance.
 - (v) Installation of components and accessories.
 - (vi) User training: Pre-occupancy and post-occupancy
 - 4) The performance of installation services not listed in the Scope of Work require the written approval of the EPA Contract Officer prior to implementation. No relief will be given to the contractor for installation services outside the Scope of Work and performed without such prior approval.

5. Scope of Work

- A. The EPA requests quotation for discounts under GSA contract terms for the following systems/modular furniture requirement for the U.S. EPA (EPA), Region 8, in Denver, Colorado. The agency is to be housed in a newly constructed building on a phase basis.
- B. The systems/modular workstation furniture required is to be provided under a lease option in accordance with SIN 711.96 (Leased Furniture Systems) and in estimated quantities given in this SOW. Note that quantities shown are estimates only; no guarantee is given that certain quantities or types of offices, workstations and/or distributed filing areas will be leased. The typical workstations and distributed filing areas in Appendix B are shown for purposes of pricing only. When actual workstations and distributed filing areas are fully coordinated with the building and building systems, they may vary in size, configuration and/or components.

- 1) The contractor's quotation is to be based on a discount from the vendor's GSA catalog. Access to new technology that may become available during the term of the contract is desired.

C. Description of Project

- 1) Offices of the U.S. EPA, that now occupy space in One Denver Place, 999-18th Street, Denver, Colorado, are to relocate to a new building currently under design/construction and scheduled for completion in Fall 2006. The building will contain about 250,000 gross square feet of office space and will house approximately 800 employees.
 - 2) The new EPA Region 8 facility is to be completely furnished with systems/modular furniture in the open-plan workstations, enclosed offices, and distributed filing areas and with stand-alone furniture in the special spaces. Regardless of the type or location of the furniture, it must meet or exceed the environmental requirements described in Appendix D.

D. Project Overview and Schedule

- 1) The contractor shall furnish all of the design services, materials and labor required to complete systems/modular furniture as shown on the EPA space plans. Installation will be complete and ready for use by the EPA in accordance with approved Project Schedules.
 - 2) The tentative Project Schedule from issuance of this RFQ to completion of installation is given in Appendix C. The schedule is preliminary and is subject to revision.

E. Estimated Workstation and Distributed Filing Area Quantities

- 1) Office C / 275 sq ft, estimated quantity: 8
 - 2) Office D / 150 sq ft, estimated quantity: 64
 - 3) Office E / 100 sq ft, estimated quantity: 89
 - 4) Workstation F/G / 80 sq ft , estimated quantity: 637
 - 5) Distributed Filing Areas / 72 linear inches, estimated quantity: 488
6. Design Services (SIN 711.94)
- A. General Scope of Work
- 1) Contractor shall attend a pre-design orientation meeting within five (5) working days of award of contract.
 - 2) Contractor shall convert generic workstations and distributed filing areas shown on EPA-furnished standards and design intent furniture plans to brand-specific workstation and distributed filing components (including materials and finishes) and installation drawings (to include component plans, panel plans and power/communication plans). This task may include design adjustments to layout. Provide two (2) sets of prints and one (1) reproducible set of installation drawings for review.
 - 3) Contractor shall complete field verification of dimensions, power and telecommunications outlets, and similar aspects affecting the furniture layout and installation.
 - 4) Contractor shall provide a parts lists for order placement (Bill of Materials).
 - 5) Contractor shall provide information plans for verification/approval of the EPA Project Officer.
 - 6) Contractor shall provide a project schedule by floor and/or phase which incorporates all trades (e.g., electricians, architect/builders, telecommunication installers).
 - 7) Contractor shall provide as-built maintenance plans using AutoCAD 2005.
 - 8) Contractor shall provide a book of workstation typicals, distributed filing area typicals and finish specifications, including final as-built plans.
 - 9) Contractor shall provide a product maintenance handbook in an electronic format compatible with the EPA's current version of Microsoft Word.

- 10) Contractor shall provide overall systems furniture on-site management, coordination and technical assistance as required throughout design and installation phase with EPA's representatives.

B. Design Schedule

- 1) Within five (5) working days of award of a contract a project orientation meeting will be held. Attendees are to include representatives from the manufacturer, dealer, installer, architect/builders, GSA and the EPA. Samples of deliverables shall be presented at this meeting.
- 2) The contractor shall develop and maintain a critical path schedule for completion of the project by floor/phase in accordance with the most recent project schedule provided by the EPA. The comprehensive project schedule (including design, delivery, and installation) shall be provided within five (5) days of contract award. All schedules and delivery dates must be approved by the EPA Project Officer and coordinated with the manufacturer's dealer and installer. The contractor must be able to begin phased delivery of the order of systems/modular furniture within a maximum period of ninety (90) days from receipt of an order.
- 3) The contractor shall convert the typical workstations, distributed filing areas and detailed design intent furniture drawings on a floor-by-floor basis provided by the EPA to its product line, using AutoCAD 2005. Design layout revisions initiated by the EPA will be provided to the contractor within five (5) working days. Complete design specifications are required for this project. Three (3) sets of current GSA catalogs for all components, parts and pieces proposed shall be provided.
- 4) The contractor shall develop complete floor plans and final working drawings coded for installation and cross referenced to the Bill of Materials. The software package used shall be compatible with AutoCAD 2005. The contractor shall provide draft installation plans, all final installation plans, Bill of Materials, as installed maintenance plans and a complete copy of AutoCAD 2005 files on compact disc(s) with layering conventions. All layouts require approval of the EPA Project Officer prior to submission of orders to the manufacturer.
- 5) Prior to preparation of the installation plans, the contractor shall verify conditions and dimensions at the project site. (Note that the EPA building is still under design/construction and the tenant build-out may not be complete at the point that a furniture order must be placed, limiting field verification to measurement of the base building structure). Field verification for as-built measurements is strictly the

responsibility of the furniture contractor. **No relief will be given if the furniture contractor fails to make this verification.**

- 6) EPA/GSA will make arrangements for the contractor to make the required field verification. The contractor shall ensure that the layouts will fit the space as designed and that all technical requirements are met. The selected vendor shall correct at his own expense any installation problems which are the result of deficiency in the layouts.

C. Design guidelines

- 1) Offerors are cautioned that the typical workstations and distributed filing areas described in this SOW are not intended to represent the actual and specific workstations and distributed filing components which may be ordered. The typical workstations and distributed filing areas are intended only as generic representations of the EPA's requirements. The specifications of the typical workstations and distributed filing components may require modifications to coordinate with the product line of the successful Offeror and/or to coordinate with building conditions. These modifications must be itemized when pricing is submitted.
- 2) The EPA Project Officer will notify the contractor of the selection of colors and finishes for the typical workstations and distributed filing components from the complete range available to the Government under the current GSA Federal Supply Schedule (FSS) contract and other colors or finishes as available to provide a range of color, pattern, and quality that meet the environmental attributes specified in Appendix D.
- 3) Within five (5) working days after the EPA Project Officer's approval of colors and finishes, the contractor shall submit to the EPA Project Officer two (2) paper copies and one (1) electronic copy of a draft book of typical offices, workstations and distributed filing areas, and shall submit to the EPA Project Officer one copy of the letter transmitting the book. The book shall include for each floor or phase:
 - a) Plans and elevations of all typical offices, workstations and distributed filing areas and variations in final approved finishes in 1/4" or 1/2" scale. Mounting heights of all components shall be clearly marked. All components shall be keyed by line item to the Bill of Materials.
 - b) A specific bill of materials, including quantity, description, size, color, finish of each line item (keyed to the design intent drawings), list price, discount, and net price.
 - c) The draft book of typical workstations and distributed filing areas will be submitted to the EPA Project Officer for review and approval. The EPA will have a minimum of five (5) working days following receipt

to prepare comments.

- d) The contractor shall revise the book of typical offices, workstations and distributed filing areas to reflect the EPA's review comments and shall, within five (5) working days after receipt of the EPA's comments, submit to the EPA two (2) paper copies and one (1) electronic copy of the final book of typical offices, workstations and distributed filing areas. Approval of the final book of typical office, workstations and distributed filing areas will be provided in writing by the EPA Project Officer.
 - e) The contractor shall review all variations to the EPA-furnished typical office and workstation furniture plans with the EPA Project Officer and shall obtain the EPA Project Officer's approval for such variations.
 - f) When each phase of the design is completed, the contractor shall submit to the EPA Project Officer a copy of the design and the associated Bill of Materials (BOM) for review and approval. The EPA Project Officer will not be responsible for verifying manufacturer specifications; shortages/overages will be the responsibility of the contractor. All work will be produced in phases and/or floors in accordance with the EPA's project schedule.
- 4) Design installation services shall include, as a minimum:
- a) Panel plans shall include height and width of panels, and panel connections. All finishes shall be indicated on this plan or on a separate finish plan. All components shall be keyed by line item to the Bill of Materials.
 - b) Component plans shall include all panel-hung and free-standing items (above and below work surface). All component symbols shall be defined by a legend on plan. Any special requirements or variations to standard heights must be noted at an appropriate location. If necessary to clarify for legibility, the contractor may provide the component plan in two drawings: (a) work surfaces and below work surface components, and (b) all components above the work surface. All components shall be keyed by line item to the Bill of Materials.
 - c) Electrical plans shall include dedicated and duplex outlet locations where applicable, or other power/communication support systems as required. See Appendix B for workstation requirements. Note that exact locations of base feed outlets for connection to workstations may vary, and that the contractor is responsible for verifying the locations of such outlets.
 - d) Provide a complete Bill of Materials for each floor or scheduled phase, including actual product specifications to include quantity, description, size, and finish of each line item (keyed to the installation plans), list price, discount, and net price. This shall be provided in AutoCAD 2005 or, if requested, in the latest version of AutoCAD. Provide drawing files with any font files that are not standard to AutoCAD 2005, any script files, layering standards, and

- pen weights or PCP file (plotter configuration parameters).
- e) Based on a time allotment of five working days per 100 workstations (time required to convert the design intent furniture drawing to an installation drawing), and after receipt of the EPA floor plans by phase, the contractor shall submit to the EPA Project Officer two (2) paper copies and one (1) electronic copy of the draft installation plans by floor and phase to be installed. The EPA Project Officer will review the draft installation plans (with on-board working meetings with the contractor as required) and will provide written comments to the contractor. The EPA Project Officer requires a minimum review time of five (5) working days following receipt. The contractor shall sequence the preparation of the installation plans on a floor-by-floor basis to submit to the EPA Project Officer for review.
 - f) The contractor shall revise the draft installation plans to reflect the EPA Project Officer's review comments. Within five (5) working days (for each floor or phase) after receipt of the EPA Project Officer's comments, the contractor shall submit to the EPA two (2) paper copies and one (1) electronic copy of the final installation plans; and shall submit to the EPA's Contracting Officer one copy of the letter transmitting these plans. Approval of the final installation plans will be provided in writing by the EPA Project Officer to the contractor.
 - g) Plans for telecommunications cabling will be prepared by the EPA. The contractor shall furnish the final installation plans and schedule to the EPA for use by the telecommunications installation team. The plan and schedule shall be provided in two (2) hard copies and one (1) electronic copy. CAD files shall be in AutoCAD 2005.
 - h) When the EPA Project Officer has approved in writing the final installation plans, the contractor shall proceed with the manufacturing and delivery of the systems furniture.
 - i) The contractor shall immediately notify the EPA Project Officer in writing via fax and confirmation hard copy of any problems encountered during manufacturing which may adversely affect the completion of all installation requirements in accordance with the required delivery schedule. The contractor shall also provide EPA with bi-weekly progress reports during the manufacturing and delivery phase.
 - j) It is anticipated that all design intent drawings and/or construction documents will have been reviewed by the EPA Project Officer and the code authorities. The vendor-specific installation drawings prepared by the contractor must meet applicable code requirements.

D. Technical and Performance Specifications

- a) Technical and performance specifications are provided in Appendix A. As previously noted, these specifications, and the generic typical workstation and distributed filing area drawings are intended for general guidance and for estimating only, and are subject to revision as the project proceeds.

E. Environmental Specifications and Environmental Testing

- 1) It is the intent of EPA to procure systems/modular furniture and distributed filing areas that meets the environmental standards established by the EPA to minimize deleterious chemical emissions from materials and products. For this reason, vendors wishing to respond to this RFQ are required to ensure that proposed products meet requirements as described in Appendix D.
- 2) The EPA will evaluate the environmental compliance, policies and practices implemented by the vendor in its manufacturing processes and facilities. These are described in Appendix D.

7. Installation Services (SIN 711.95)

A. Scope of Work

- 1) The contractor shall furnish "turn-key" installation services to prepare the office space for occupancy and immediate use. Such services shall include (but not be limited to) site evaluation and preparation, product handling from manufacturer's shipper to customer sign-off on final punch list, product delivery coordination, unpacking, inspection of product for shipping damage, assembly of product to conform to final EPA-approved design drawings, removal and recycling of packing materials and cleaning of product.
- 2) The contractor shall provide a project manager responsible for this project only, for site management, scheduling, coordination and technical assistance with EPA representatives, as required, throughout the installation phase. A coordination plan shall be developed by the contractor, GSA, the architect/builder, and the EPA that will address security during and after installation.
- 3) This RFQ does not identify a location, or locations, within the facility for staging, storage, and uncrating of furniture as it is delivered and prepared for installation. It shall be the responsibility of the contractor to coordinate work with the construction contractor and/or the building manager in order to provide space appropriate for receiving, storing, and securing product, and also disposing and recycling of packing materials and debris. Also note that the contractor will be held responsible for any damage or marks to existing construction resulting from their work, and is advised to provide appropriate protection to existing finished surfaces in order to avoid costs for their restoration.
- 4) The installation process will require some or all of the following steps:

- a) Modular/systems furniture installation
 - b) Distributed filing installation
 - c) Panel, tile, frame installation
 - d) Electrical/Communication installation coordination and technical assistance
 - e) Component installation
- 5) It is the responsibility of the successful Offeror to determine and assure compliance with the most stringent building codes, ordinances, and regulations required.
- 6) Installation shall be conducted during regular business hours to the maximum extent possible according to the delivery and installation schedule developed with the EPA Project Officer. Evening and weekend hours may be necessary if required to meet the approved installation schedule. Deliveries made after hours will be standard.
- 7) Delivery and installation of modular/systems furniture, distributed filing areas, loose furniture and case goods shall be coordinated with the construction process. Every effort will be made by the EPA Project Officer to inform the furniture contractor of the progress of construction and the schedule for building occupancy.
- 8) Parts are to be checked at the factory prior to shipping to ensure order is complete and installation will not be delayed as a result of missing parts or an incomplete delivery.
- 9) The presence on site of the contractor's project manager with authority to make decisions is required. Access to the contractor's key contacts on the project must be ensured at all times.
- 10) The contractor (furniture manufacturer and his dealer), including appropriate installation personnel (project manager and senior installers), shall meet regularly with EPA, GSA and the developer's representatives prior to proceeding with the installation to review: (1) the planned approach for each installation phase, (2) coordination required with all building trades and movers, (3) responsibilities of each building trade and the mover(s), (4) GSA schedule and other applicable schedules, and (5) elevator availability and other access concerns that the furniture contractor may have. The exact dates and times for the pre-installation conferences shall be mutually agreed upon by all parties.

B. Field Work

- 1) The contractor shall prepare a punch list for each floor prior to installation in order to verify the condition of the installation area(s). The contractor shall obtain the EPA Project Officer's concurrence on the punch list and provide the EPA Project Officer with a copy of the list. The

punch list will be used by the EPA Project Officer to determine responsibility for any building damage.

- 2) The contractor shall repair at their expense or shall pay the Government to repair, all building damage caused by them (including walls, ceiling, and floors) and to restore the building to the condition it was in at the start of furniture installation.
- 3) The contractor shall prevent its personnel from entering any area other than the designated project area. The contractor shall maintain a means of egress from all designated work areas to comply with national local fire codes in all areas of installation, including staging and assembly areas, building loading dock, corridors, elevator lobbies and stairs. All corridors must remain clear. The contractor shall assure that its personnel do not eat, drink or smoke in the building. Food consumption can only occur in the area designated by the EPA for that purpose.
- 4) The contractor shall not interrupt building utility services without the prior written approval of the EPA Project Officer.
- 5) The contractor shall install all components and accessories necessary to complete all workstations and distributed filing areas in accordance with the approved final installation plans and the manufacturer's specifications.
- 6) Installation services shall include, but are not limited to, the following:
 - a) Complete building surveys for exterior access, vertical and horizontal circulation clearances.
 - b) Close coordination of installation phasing and scheduling with the EPA, GSA and the developer's representatives. For delays during any phase of installation which are not the fault of the Government, liquidated damages will apply. Delays will be determined by using the latest installation schedule signed by the contractor and the EPA Project Officer. The contractor shall also be responsible for storage costs incurred for any items not delivered in accordance with the approved schedule.
 - c) Receiving, unloading and transport of all product pieces to the staging/installation area, unpacking all pieces, and inspection of the product for damage.
 - d) Component staging, planned and organized to expedite each phase of the installation; verify conformance with the design documents; immediate notice shall be given to the EPA Project Officer should layout vary from documents.
 - e) Installation of all furniture panels, per manufacturer's specifications, in a rigid manner, straight and plumb, utilizing a laser level to ensure that

the tops of all panels across each floor are even. All components are to be adjusted, leveled, aligned, and cleaned with secure operability ensured.

- f) Touch-up of all nicks and scratches on the furniture that occur during installation, cleaning or replacement of all fabric which may be marred or torn during installation, and shaving of all loose threads.
 - g) Installation of field applied components (e.g., drilling and installing grommets for work surfaces, printer paper slot attachments to work surfaces of suspended drawers, adjustable ergonomic keyboard and mouse trays, etc), and the installation of components and accessories that are part of the systems furniture.
 - h) All required cuts into work surfaces, and their locations, are subject to the prior approval of the EPA Project Officer.
- 7) When installation of systems/modular furniture and distributed filing areas is substantially complete, the contractor shall perform the following tasks:
- a) The contractor shall protect all warranties and shall immediately correct all omissions, mistakes, or damage.
 - b) The contractor shall review the installation of each floor with the EPA Project Officer and prepare punch lists of any problem that must be corrected.
 - c) The contractor shall ensure installation conforms to the requirements of the Americans with Disabilities Act (ADA).
 - d) Unless directed otherwise by the EPA Project Officer, the contractor shall remove from the project site any defective product or material that has been delivered to the site in error.
 - e) The contractor shall correct all minor deficiencies and make all minor adjustments as required for life safety, to the satisfaction of the EPA Project Officer, within seventy-two (72) hours after completing the installation on each floor. Damaged or missing products shall be replaced by means that will eliminate or minimize installation delay. All replacement costs, including communications, shipping, and installation, are the responsibility of the contractor.
 - f) The contractor shall correct all other punch list items to the satisfaction of the EPA Project Officer within seven (7) working days after completing the furniture installation on each floor.
 - g) The contractor shall furnish to the EPA Project Officer all tools and equipment needed to reconfigure the furniture.
 - h) The installation shall be plumb, square, and properly aligned with adjoining furniture and will be securely interconnected and securely attached.

C. Site Clean up

- 1) The contractor shall remove all packing material, debris, and cartons from the job site daily. All recyclable materials shall be recycled. Trash

and packing materials shall be disposed of by the contractor off the installation site; i.e., no trash or packing material shall be disposed of or discarded in trash and recycling containers or dumpsters provided by the building.

- 2) The contractor shall vacuum clean all carpeted work areas with a contractor-furnished heavy duty vacuum cleaner at the end of each installation phase (panel installation phase and components installation phase). The vacuum cleaners shall be equipped with high efficiency vacuum bags and HEPA (High Efficiency Particle Arrestance) filters to capture particles.
- 3) The contractor shall dust and spray clean all systems furniture surfaces inside and out with a spray cleaner upon completion of installation of each floor. The cleaners used shall be non-toxic and will require approval from the EPA Project Officer even if manufacturer recommended.

D. Power and Telecommunications Wiring

- 1) EPA will provide an installer to place communications and data cables in panel raceways, or wire management systems. The furniture contractor shall install all power and shall make connections within the electrified panels. At the completion of the panel runs, the contractor shall test all panel outlets to ensure electrical base systems are operational. The Government will provide a licensed electrician to make all electrical connections to building interface as required.
- 2) The contractor shall be responsible for coordination with all building trades, telecommunications wiring contractors and movers, prior to the placement of all communication and data cables into the furniture panel raceways and prior to making any electrical connections throughout the panel installation. As required, provide electrical in-feeds early to be installed prior to furniture delivery.
- 3) The furniture contractor shall demonstrate to the Government's electrician how to locate base feeds to ensure the least obtrusive installation possible. Task light lamps as specified by the EPA will be installed in all task light fixtures and tested by installer to ensure all light fixtures are powered and in good working condition. After five (5) working days, the contractor shall re-test task lamps and replace any that have failed.

E. Punch List and Acceptance

- 1) When the EPA Project Officer is ready to move into each newly installed area, both the contractor and installer shall be present to walk through the space with the EPA's representative to verify the working

condition of the furniture, the quality of the installation, and the quality of the goods received, and to jointly develop a punch list. The punch list will be used to determine the proper installation and working condition of the furniture. The contractor will be responsible for correcting within seven (7) working days, any problems or deficiencies discovered with the installation of furniture. During the walk through, the installer shall make any minor adjustments to the furniture. The EPA Project Officer will officially accept, in writing, all products on the job site only after each installation phase has been fully complete and inspected, at which point the EPA Project Officer will provide a written sign-off on the installation drawings. Specific deadlines and procedures will be established by the EPA Project Officer and GSA representatives and the contractor to accomplish any necessary corrections upon award of this contract.

- 2) Contractor shall make dedicated installers available on a weekly basis to complete whatever adjustments may be required to assure compliance with installation drawings.

F. User Documentation

- 1) The contractor shall provide one set of user brochures for every office bay. A web-based electronic version or a CD-ROM shall supplement the written brochures.
- 2) Within three (3) working days after completion of installation of the first floor or phase of furniture systems, the contractor shall provide to the EPA two (2) copies of a maintenance handbook which addresses the proper care and maintenance of the furniture systems. As a minimum, the handbook shall include:
 - a) General guidelines, warranties, limitations and warnings.
 - b) Contact point(s) (e.g., names, telephone numbers, and addresses) for different types of problems.
 - c) Guidelines for each type of product (modular/systems components, panels, work surfaces, hanging components, etc.) listing how to clean them, with what products, what tools are needed, and how to solve typical problems that may occur.
 - d) Instructions for each type of surface (i.e., fabric, plastic laminate, metal, etc.) describing how to do general cleaning, spot cleaning, repairs, replacement, etc.
- 3) After completion of the installation and occupancy of each floor, the contractor shall provide an on-site user training session which shall address the following areas:
 - a) Use of Furniture: The use of accessories, locks, shelf inserts; location of

- power outlets including dedicated computer outlets and their coding; limitations of circuitry and cable storage; and raising or lowering components.
- b) Care of Furniture: Day-to-day care and limitations of the systems/modular furniture.
 - c) Staff Maintenance: Training of facilities staff in cleaning, maintenance and product catalog use.
 - d) Product Documentation: All product brochures, catalogs, installation guides and appropriate authorized documentation shall be provided in training. Submission of electronic versions (web-based and CD ROM) is also required.
 - e) The specific dates and times for user training sessions shall be mutually agreed upon by the EPA Project Officer and the contractor.
- 4) The contractor shall convert the final book of typical offices, workstations, and distributed filing areas to a book of as-built offices, workstations, and distributed filing areas upon completion of installation.
- a) The contractor shall obtain the data on all changes that took place in the field during installation which require adjustment to be made to the final book of typical offices, workstations, and distributed filing areas. The furniture components and finishes shall be coded, electrical and data outlet locations shown; and critical dimensions labeled.
 - b) The contractor shall prepare equivalent sets of plans and elevations, and office/workstation/distributed filing area-specific Bills of Materials for all special offices, workstations and distributed filing areas and deviations from typical offices, workstations, and distributed filing areas which were installed.
 - c) The contractor shall meet with the EPA Project Officer to review and agree on this data. Upon receipt of approval from the EPA Project Officer, the contractor shall revise the final book of typical offices, workstations and distributed filing areas to reflect the exact as-built offices, workstations and distributed filing areas.
 - d) The contractor shall obtain from the EPA Project Officer information on all free standing items separately procured by the EPA and incorporate those items into the final floor plan.
 - e) The contractor shall submit two (2) copies of the revised book of as-built offices, workstations and distributed filing areas to the EPA Project Officer within thirty (30) working days of completion and acceptance of the installation requirements for each phase.
 - f) The contractor shall update and maintain the complete AutoCAD 2005 files throughout the duration of this project.
 - g) Upon completion of the entire furniture systems project by phase (thirty days after move-in and official sign-off of the final punch list), or at an agreed upon date with the EPA Project Officer, the contractor shall submit to the EPA Project Officer the final as-built AutoCAD 2005

drawing files and three (3) diazo prints of the panel, component, finish and power/communications plans.

- h) The contractor shall also provide two (2) paper copies and one (1) electronic copy of a package containing product warranties and installation instructions.

8. Additional Project Conditions and Requirements

A. Contractor Personnel

- 1) The Offeror shall provide background information relative to the personnel proposed for design and installation of the systems/modular furniture. (See Appendix E for forms and formats for references and qualifications.)
- 2) The Offeror shall furnish the following information for the Design Team.
 - a) Names of all proposed design personnel (including CAD/CAP operator(s)) for this project.
 - b) Biographical summaries describing relevant work experience and professional certifications of each member of the proposed design team.
 - c) A brief description of the experience of the design organization.
 - d) At least three client references for projects performed by the design organization of at least 500 systems furniture workstations within the past three years, including client name, location of project, name of person familiar with the project details (with current address and telephone number), description of project (including number of workstations and approximate dollar value), date of project, and extent of design services provided by the design team members proposed for this project (see Appendix E).
- 3) Experienced installers, trained by the manufacturer, and with a record of proven performance, shall be employed on this project. The Offeror shall furnish the following background information for the Installation Team.
 - a) Name of the proposed installation company, its location, evidence of its factory or dealer certification for installation of the proposed furniture, and a summary of its relevant work experience.
 - b) Furnish at least three (3) client references for projects performed by the proposed installation team of at least 500 system furniture workstations within the past three years, including: client name and location, name of person familiar with the project details (with current address and telephone number), description of project, including number of workstations and approximate dollar value, date of project, and extent of installation services provided by the

proposed installation team 'job captains'.

- 4) Name and resume of the Offeror's proposed Project Manager. The named Project Manager shall follow each phase of the project through to completion of installation, unless directed otherwise by the EPA Project Officer.
- 5) Should the contractor find it necessary to replace any member of the design team, the installation team leader(s), or the project manager during the course of this project, the contractor shall notify the EPA Project Officer in writing. This notice shall include resume(s) and background information for the proposed replacement person(s). All replacement personnel must have qualifications at least equivalent to those of the person(s) being replaced, and will be subject to written approval by the EPA Project Officer.
- 6) The EPA and the Department of Homeland Security (DHS) will work with the EPA Project Manager to determine whether the contractors need building passes on a case-by-case basis for each phase of the project. The following are options.
 - a) The contractor shall make certain that all of its employees, including subcontractors, who require access to the project site have current company identification badges before the employees may enter the facility. The contractor shall retrieve badges as employees are dismissed, or when the need for the employees to have access to the project site no longer exists. It is also required that the contractor's employees wear clothing that identifies their employer.
 - b) The contractor shall require all employees to show their badges to security personnel at entrances and to display their badges when they are in the Government facility. Persons designated by the EPA or DHS may periodically verify passes of contractor employees with their personnel identification (e.g., drivers license, social security card).
 - c) At least one week prior to the start of installation, the successful Offeror shall provide the following information on the installation crew(s) to the EPA Project Officer:
 - (i) Company Name
 - (ii) Supervisor's name and social security number
 - (iii) Name and social security number of each individual installer
 - d) Building passes may or may not be issued to all, but installers shall present to guards at the building entrance identification which shall include Social Security Numbers. Supervisors may be given building passes and in those instances shall verify their employees, after issuing the necessary information, as they enter government facilities. The Offeror's installer shall confine the installation crew and work within the designated project area.

7) Placing Orders

- a) Systems/Modular Furniture and Distributed Filing Quantities. If the Government places an order under this RFQ, the actual quantity of furniture ordered may vary from the total quantity estimated for the project.
- b) Source for Orders. Orders for product, design and installation of systems/modular furniture and distributed filing will be placed by the EPA's Contracting Officer.
- c) Contractor's Acknowledgement. The contractor shall acknowledge receipt of each order by sending such acknowledgement to the EPA's Contracting Officer within three (3) working days of receipt of the delivery order.

8) Inspection and Acceptance

- a) All work performed by the contractor will be subject to review by the EPA Project Officer.
- b) Acceptance of the work performed by the contractor shall be based upon EPA's determination that the work performed is in compliance with the specifications contained herein. Any work to be changed or revised shall be summarized by the contractor in the form of a punch list. Specific deadlines and procedures will be established by the EPA Project Officer and the contractor to accomplish any necessary corrections.

Appendix A - Technical Specifications for Modular/Systems Furniture

- 1) Type of System Panel and floor supported system furniture, capable of supporting hang-on modular components and capable of being configured to create individual and group workstation areas, will be reviewed. Plan and elevation drawing for a typical 80 square foot workstation is included in Appendix B. The diagram shows the maximum allowable square footage and representative functional requirements of each typical workstation. System furniture will be placed on raised flooring with floor-based air flow system and must be able to accommodate and take advantage of this feature.
- 2) Environmental Specifications The manufacturer of systems furniture shall have an environmental management system (EMS) in place which meet the environmental requirements and reduce the environmental impacts of their operations as described in Appendix D. The manufacturer shall offer a system that has a reduced impact on the environment. This includes the use of recovered or recycled materials, the use of natural, renewable materials, energy efficient features, the use of low- or no-VOC compounds and the elimination of toxic and hazardous substances.
- 3) Furniture System Requirements This specification is provided to describe the characteristics that the EPA has established as required measurements of performance to help the EPA to evaluate project proposals.
- 4) Panels, Frames, and Tiles System panels provide the structure from which the workstation is built. Their strength and flexibility are key elements of a good furniture system. "Panels" is defined to mean a frame and tile covering. A "monolithic tile" is a single tile which covers an entire completed frame giving the wall unit a uniform appearance. Required characteristics include:
 - a) Frames that are solidly constructed of welded steel. Frame connections that are rigid when installed.
 - b) The selected furniture system shall offer a variety of panel heights including heights in the following ranges: 30" – 34", 42" – 44", 54" – 56", 60" – 66". A 60" – 66" panel is required. Standard panel widths range in size from 18" through 48" and all sizes between in 6" increments. Final panel heights shall be 60" – 66", including the base.
 - c) Panels shall be between 3" – 3 1/2" thick, including frame and tiles. Electrical panels shall be dimensionally the same as non-electrical panels. Panels shall be able to be retrofitted from non-electrical to electrical while installed.
 - d) A modular stacking panel, which permits the panel height to be raised or lowered by the addition or deletion of horizontal panel sections, is required. The stacking panel shall interconnect with segmented and monolithic panels within the same system. A segmented panel which permits a variety of panel finishes, including glass, to be accommodated in horizontal divisions is required. The segmented panel should

interconnect with stacking or monolithic panels within the same system. Stack, segmented, and monolithic panels shall be dimensionally similar within the system.

- e) The tiles to be used for the typical workstation are an assortment of glass, fabric and power tiles. The tiles to be used on the interior of the workstations range in size from approximately 18"- 48" in width to 15" – 30" in height. Please note that the same frame may have a different tile used on the 'inside' and the 'outside' of the workstation. Powered tiles are to be utilized at worksurface height as shown. Each workstation will have a band of powered tiles at worksurface level. The power may need to run through the base as needed to access the beltline power runs. Fabric A and B could indicate different styles, colors, veneers or grades. For pricing and evaluation purposes, price Fabric A as the higher grade fabric, and Fabric B as the lower grade fabric. Refer to Appendix B.
 - f) All frames are to have the ability to provide a "true stack" system and should be "stacked" on the 30"-35" base frame above the worksurface height. For example, the first frame above the base should be 30"-35" high, and all subsequent 15"- 18" high frames should stack on top of the base frame. The stacks should be attached in 15" – 18" high sections so they can easily be broken down and changed without disrupting the workstation or power flow. The frames need to allow for planned lay-in cabling needs, and not require cables to be "fished through". Refer to Appendix B.
 - g) Tiles shall be priced in a variety of environmentally preferable A and B grade fabrics as described in Appendix D. Additional available finishes shall include glass (horizontal sections are preferred), acoustic, acoustic tackable, plastic laminate, and liquid marker board. Panel trim options that include fabric, painted steel, or wood that has been certified by the Forest Stewardship Council. Lightweight plastic trim will not be acceptable.
 - h) Panel frames must be able to support intended components such as overhead cabinets and shelves at any level of the stacking frame.
- 5) Acoustics An acceptable office furniture system shall have the capability of mitigating specific noise problems and insuring speech privacy while allowing normal office communication. System features required to achieving this goal are:
- a) Acoustical panels which reduce the level of airborne sound. A minimal acceptable specification for panel performance is a 0.64 NRC. Provide written certification of the NRC rating quoted.
 - b) Submissions shall include theoretical Sound Transmission Class (STC) information for the proposed system.
 - c) Drawers and files shall not have metal-to-metal connections or metal-to-metal contact. This will reduce rattle and clanging noises in latches, slides, wheels, and

stops. As a result doors and drawers must have silencer pads. High quality glides with steel ball bearings are acceptable.

- 6) Electrical Capability The ability of electrical system to provide dedicated power to sensitive computer equipment is vital to the EPA. The system must provide a sufficient number of circuits to power convenience outlets and task lighting in the workstation. The following are required characteristics:

- a) A three circuit 8-wire system available shall be standard. The standard system provides 3 hot, 3 neutral, 1 safety ground and 1 isolated ground wire. Provides one equipment circuit and two dedicated circuits with the ability to isolate the dedicated circuits on the building isolated ground.
- b) The availability of a six circuit, 14-wire system or similar, which can be used in large workstation clusters or in computer intensive environments and is compatible with the standard 8-wire system and provides the ability to dedicate up to three separate circuits to electronic equipment is required. The system shall provide the ability to isolate dedicated circuits on the building isolated ground.
- c) Each workstation shall have six (6) duplex receptacles, two (2) of which are dedicated, and two (2) data connections.
- d) The task light system provides flexible and mobile light sources which are ergonomic and provide 20-30 foot candles at work surface level.

- 7) Wire Management The selected furniture shall offer ample raceway capacity along with the ability to manage data and communications cabling in panel locations that are separated from electrical components. Following are required features.

- a) A panel-based consolidation point designed to hold data/voice cabling and network hardware is required. Panel shall be easily accessible and be able to secure cabling and prevent unauthorized tampering.
- b) A plenum panel that offers multiple electrical and communications raceways. This includes an electrical raceway at the beltline location.
- c) An electrical base raceway with one additional raceway at the belt line on a standard panel. Total capacity shall equal 5 minimum category 6E cables. Capacity shall not be diminished or restricted at 90-degree corners.
- d) An additional shielded wire management channel in the base raceway capable of carrying a minimum 24 category 6E cables.
- e) The user shall be able to route cables through the panels without fishing wires through connectors or panels (lay-in capability).

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- f) Beltline cable lay-in capability must be maintained when stacking panel frames are added above the beltline.
- 8) Work Surfaces The selected furniture system shall provide a variety of work surface options for size and method of attachment and support. The following options are required:
- a) The system shall provide 24" and 30" deep work surfaces that can be panel hung or floor supported in the following widths: 24", 30", 36", 42", 48", 60", 72" and 90".
 - b) A standard deep work surface that can be panel hung and floor supported or fully floor supported shall be provided. Available widths shall be as follows: 48", 60", 72" and 90". Freestanding work surfaces in the above dimensions are acceptable.
 - c) Corner work surface shall have an angled, notched, or curved front edge.
 - d) Work surface allows an articulated monitor arm to be set back toward the rear of the work surface. Work surface shall have a minimum of 19" of clearance between the bottom of the overhead bins and the top of the worksurface.
 - e) Work surface includes a two-way articulated cut-out which accommodates an ergonomic keyboard and mouse.
 - f) The work surface shall adjoin either 24" or 30" work surface on each side.
 - g) Work surfaces that can be reconfigured from panel hung to freestanding and vice versa are required.
 - h) Panel hung work surfaces shall be adjustable between 1" and 1 ½" height increments.
 - i) The system shall provide easily adjustable freestanding work surfaces that move from standing to seated height as an option.
 - j) The worksurface shall have environmental attributes as described in Appendix D.
- 9) Components The furniture systems shall provide numerous freestanding and panel mounted storage options. For pricing purposes, all hang-on components shall match frame widths as shown in Appendix B. Required components include:
- a) Open shelving and closed storage bins available in the following widths: 30", 36", 42", 48" and 60". Fabric covered binder bins are available. Doors to bins should flip up and over the bin rather than swing out and in to open. A mechanical assist is available. Have the capability to install off-module.
 - b) A locking, freestanding personal harbor or personal storage cabinet.
 - c) A complete line of freestanding bookcases and file cabinets that is compatible in finish and design detailing to the system furniture.
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- d) A compatible line of freestanding furniture suitable for use in both the open office areas and in private offices is essential. They shall be identical in finish, color, and design detail.
 - e) Full extension glides on pedestal drawers. Available mobile drawer pedestals.
 - f) Modular exterior and file frames, file drawer fronts, and bottoms are formed from one piece of 18-22 gauge steel.

10) Accessories

- a) For pricing purposes, include the following accessories in each workstation/office described in Appendix B: one (1) articulating monitor arm; one (1) below work surface CPU holder; two (2) sets of drawer storage dividers; two (2) sets of overhead storage dividers; two (2) hang-on paper trays; one (1) pen/pencil container; one (1) telephone caddy.
- b) A full line of paper flow components that can be panel mounted to free up workspace at the desktop.
- c) A panel tile that allows components to be easily moved along horizontal tracks is required.
- d) A signage program to identify occupants and/or programs in the open plan areas is available within the manufacturer's standard product line and on manufacturer's GSA contract, or a compatible signage program is available through a teaming arrangement with another GSA vendor.
- e) Marker boards and tack boards to fit available panel widths between 30" and 60".
- f) CPU holder (sling and fixed shelf) is available as part of standard product line.

11) Ergonomics Features that contribute to a proper ergonomic environment.

- a) Components are designed and can be arranged to provide an effective workstation for the tasks of a particular job function without strain or discomfort.
- b) The components adjust vertically in increments of 1"-1 1/2".
- c) Accessories are available such as wrist rests, adjustable foot rests, articulating ergonomic keyboard and mouse pads, articulating computer arms for monitors, document holders, etc, to reduce injuries caused by repetitive tasks or strain.
- d) Components meet or exceed BIFMAG 1-2002 (Business and Institution Furniture Manufacturer Association)

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- e) Overhead cabinet doors shall open from a seated position with no more than five (5) pounds of push force to lift and open door and the same degree of pull force to close.
- 12) Safety The selected furniture system shall be manufactured and designed so that it is safe to install and to work with and around. Required characteristics include:
- a) Standard panel size that allows safe handling of most components by one average sized person and could be safely rearranged and modified without special material handling equipment or more than one day of training.
 - b) Finished edges, especially on metal components, which are smooth and rounded.
 - c) Radiuses and/or protected corners on components which ensure unrestricted movement without danger of injury, cuts, scratches, or torn clothing during installation, rearrangement and regular workday activities are required.
 - d) Lightweight, radiuses edges on all drawer fronts and overhead storage components to minimize the danger of injury should they accidentally close, fall or be left open during use. An ADA approved mechanical assist for the lift mechanism on the door is required.
 - e) Glazed panels that can be dropped or hit without breaking. This requires plastic, Plexiglas, safety plate glass, etc., as consistent with fire safety requirements.
 - f) Positive locking device on shelves, files, and work surfaces to prevent cantilevered components from pulling out of the panel or wall mount if subjected to unexpected loads and to prevent falling when jarred upward by workstation occupant. Bolts, welded components or solid connectors are required for attaching components.
 - g) Standard end legs or panel supports so no work surface must be cantilevered. Leg or floor supports to assure that a panel fully loaded with files cannot tip over. The system should be safe and stable under conditions of accidental or casual overloading such as leaning or sitting on a work surface or hanging shelf
 - h) Work surfaces are finished on underside to assure that employees can brush against the underside without danger of damage to clothing or bodily injury.
 - i) No seams that can flex and cause a pinching or cutting of skin or clothing.
 - j) Panel connections are made of a non-flammable material which will hold panels upright long enough to safely evacuate an area.
 - k) Panel construction which meets the Class A flame spread and smoke development requirements established by NFPA 101 Life Safety as tested per the ASTM E-84 method, *Standard Test Method for Surface Burning Characteristics of Building Materials* ("room tunnel test").
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- l) Permanently fire-retardant fabric on all fabric panels. Non-halogenated fire retardants should be used on any application that requires fire retardant (e.g., panels, fabrics, foams, and components).

13) Maintenance The best system would be easy to clean and clean around. Required system features that ensure good maintenance are:

- a) Surfaces that wipe clean and are not easily stained. No component or surface shall be proposed only in chrome or other polished surfaces, as these finishes are difficult to maintain.
- b) Components (including the CPU) that are, or can be, off the floor allowing easy access to vacuum cleaners and other cleaning equipment.
- c) Frames, edges and ends of exposed surfaces that, if hit with a cart or other hard object, can be field repaired and/or repainted with manufacturer supplied touch-up materials.
- d) Standard components that can be easily replaced providing the capability to keep the office looking new.
- e) Provide a description of the Quick Ship program including components and estimated deliver dates.
- f) Fabric panels that can be replaced or repaired on-site, reversed to show different colors, or recovered allowing redecorating at minimum cost.
- g) A system that does not have "pieces or components", end caps, or covers that can be easily unscrewed, removed or adjusted by individuals casually leaning against or handling the furniture system.
- h) Raceway covers that are securely attached and cannot be easily displaced by regularly scheduled maintenance operations.

14) Flexibility The furniture system shall address flexibility on two levels. First, it shall provide the EPA with the capability to set up the workstation to accommodate functional requirements and second to implement future changes. Required features that provide flexibility in systems are:

- a) A large variety of components satisfying a great number of specific functional requirements, including coat hooks, extensive paper flow components, freestanding file units, rolling files, rolling tables, etc.
- b) The majority of system components shall be modular, so components will fit workstations anywhere in the installation.

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- c) Attachment mechanisms which allow components to be vertically suspended at 1" – 1 ½" intervals.
 - d) Connections that do not require level floor or close tolerances to work, making installation and subsequent movement quite easy. A leveling foot that provides a minimum vertical height adjustment from zero to 1-1/2".
 - e) Panel connections which are made at one point with one tool and require the absolute minimum number of fasteners to minimize labor costs to reconfigure. Optimally panels and components can be changed by one person.
 - f) "T" connections that can be made in the middle of a run without panel creep are required.
 - g) A complete system providing compatibly designed components for the entire organization, from the open workstation areas to the furniture needs of private offices with a round or rectangular table.
 - h) Assurance that the manufacturer is committed to preventing the obsolescence of their components.
 - i) The system product line shall have a variety of freestanding bookcases and lateral files that match panel heights. Colors and finishes shall match the system furniture trim colors.
 - j) Personal harbors/storage cabinets, overhead bins, drawers, and file cabinets shall be lockable.
 - k) Contractor shall maintain a take-back program describing how at the end of its lease or useful life, furniture is refurbished, recycled, or disposed of in an environmentally sound manner.

15) Availability

- a) Availability of product and non-obsolescence of product design for future product orders is required.
 - b) Installed lead-time on standard add-on items will not exceed eight (8) weeks.
 - c) All components or compatible components available upon issue of invoice shall be available for purchase over the next 10 years.
 - d) Selected products and finishes are available in a Quick Ship program.
 - e) The availability of manufacturer authorized program for re-manufactured panels and components are covered by a manufacturer's warranty.
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- 16) Warranty The duration of the warranty period and the extent of warranty coverage will be important considerations in the evaluation of furniture systems by the EPA. The required term is a lifetime warranty against manufacturing defects that result in failure of a panel or component for the usable life of the product.
- 17) Aesthetic Characteristics The furniture system allows the EPA to make a personalized design statement and allows for redefinition of this statement over time while avoiding stylistic detail. Features that meet these requirements are:
- a) Basic systems frame, trim and connectors are available in neutral colors.
 - b) Decorative components, which are easily applied, changed and updated.
 - c) Details, which are generic, allow the departmental and personal identification of the workstation to be expressed if desired.
 - d) Panels shall be between 3" – 3 ½" thick, including frame and tiles. The workstation shall appear to be a single unit when constructed. Minimal vertical rail detailing at panel connections is required. The design should not have a "parts and pieces" character.
 - e) Components shall be designed to integrate with the panel design. Clean lines and radiused trim pieces are required.
 - f) Superior quality of workmanship, alignment, leveling and fit and finish of the product with minimal gaps and no visible holes between panels, frames, tiles and components is required.
- 18) Environmental Management System Characteristics The EMS shall include the following elements:
- a) a senior level management commitment to the EMS;
 - b) compliance with legal and other requirements;
 - c) targets and objectives to reduce environmental impacts;
 - d) trains employees on the environmental impacts of the facility and ways to reduce those impacts;
 - e) goals for continual environmental improvement and sustainability;
 - f) a system for monitoring and measuring the facility's environmental performance;
 - g) a system for conducting internal audits of the environmental management system;
 - h) a schedule for management review of the facility's environmental performance.
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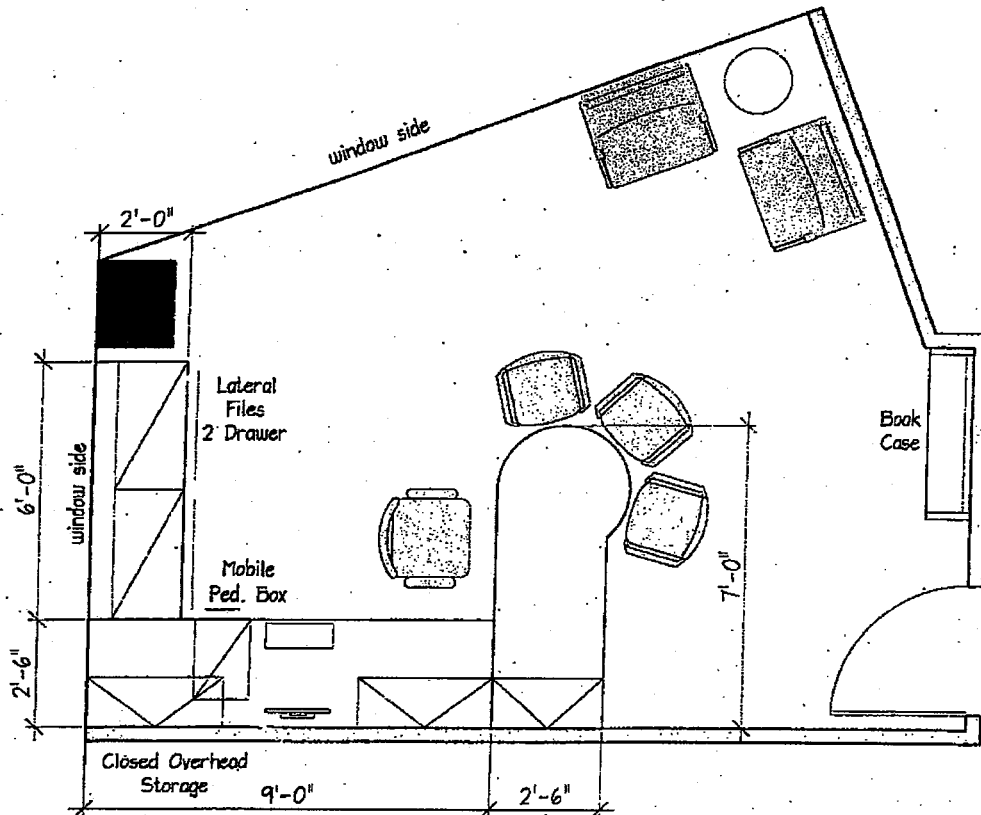
Appendix B – Workstation & Private Office Drawings

There are no drawings for Offices A & B at this time. These are private offices. Drawings included in Appendix B and Estimated Quantities are as follows:

<u>Office Type / Size</u>	<u>Estimated Quantities</u>
Office C / 275 sq ft	8
Office D / 150 sq ft	64
Office E / 100 sq ft	89
Workstation F/G / 80 sq ft ¹	637
Distributed Filing Areas / 72 linear inches	488

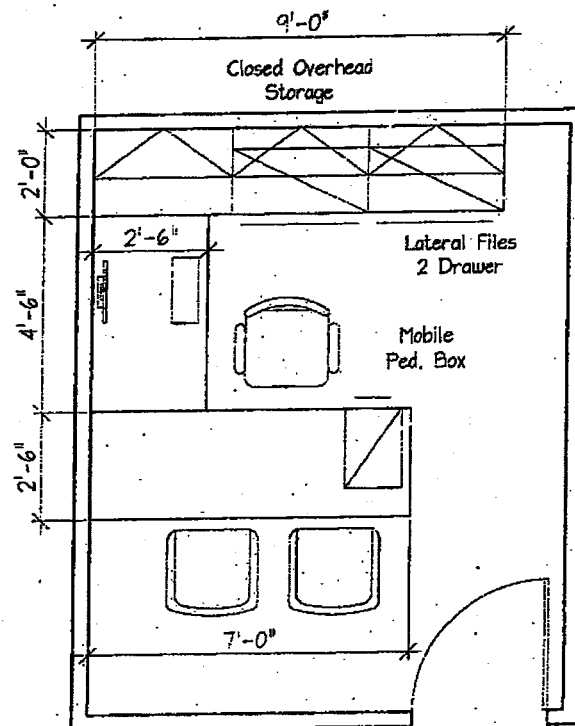
¹ Drawings are included for Frame Plan, Component Plan, Tile Plan – Interior, and Tile Plan - Exterior

DRAFT - IN PROGRESS



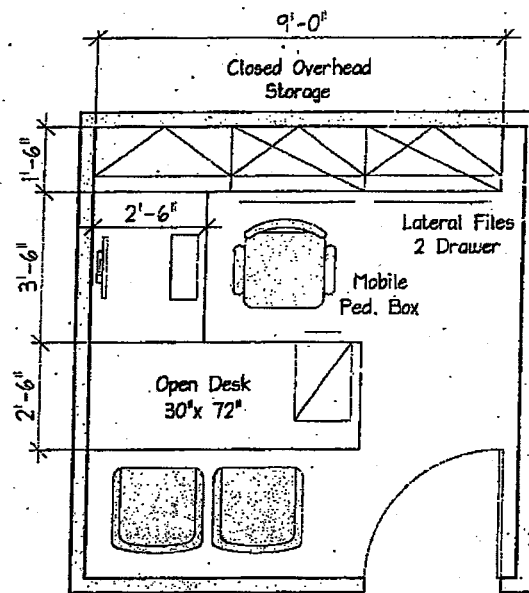
C - OFFICE approx. 275 sf
scale 1/4"=1'-0"

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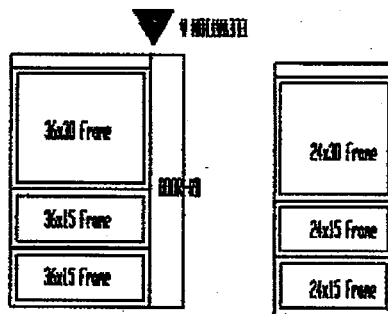
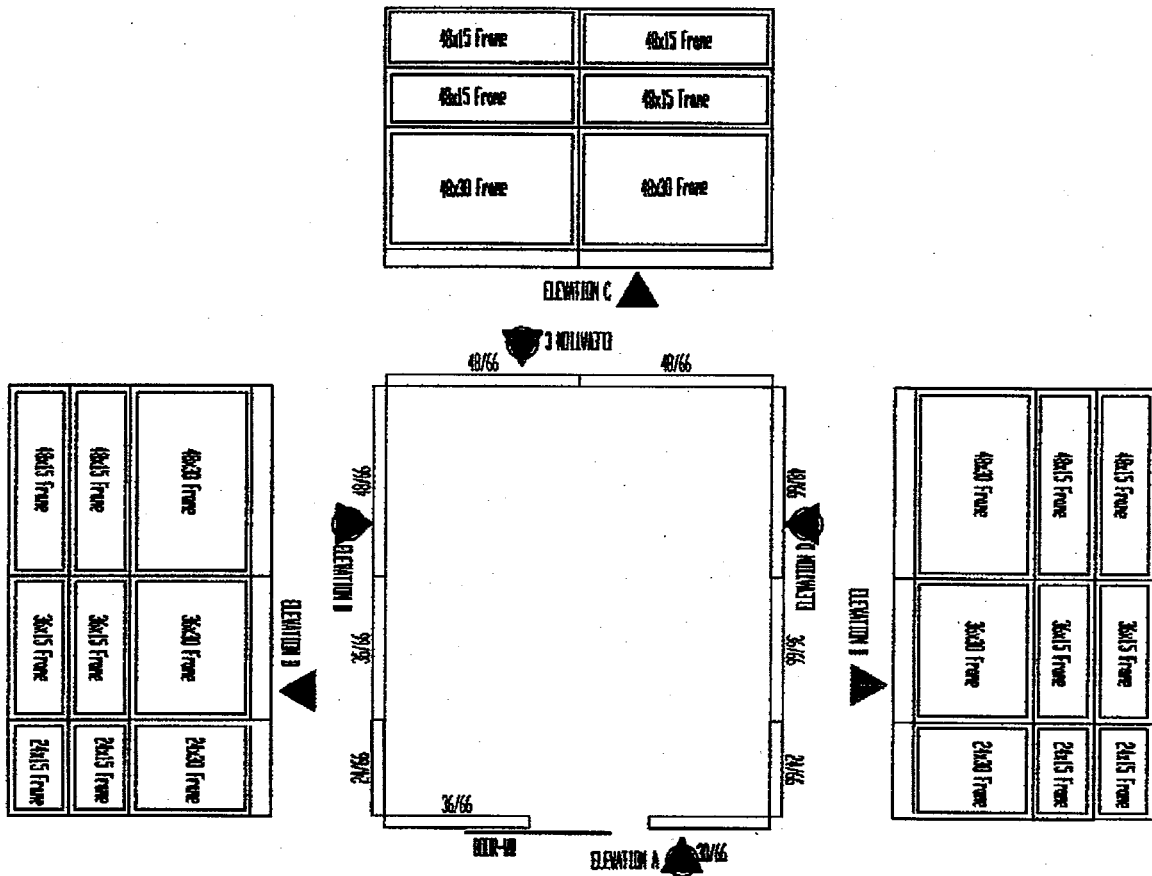
D - OFFICE approx. 150 sf
scale 1/4"=1'-0"

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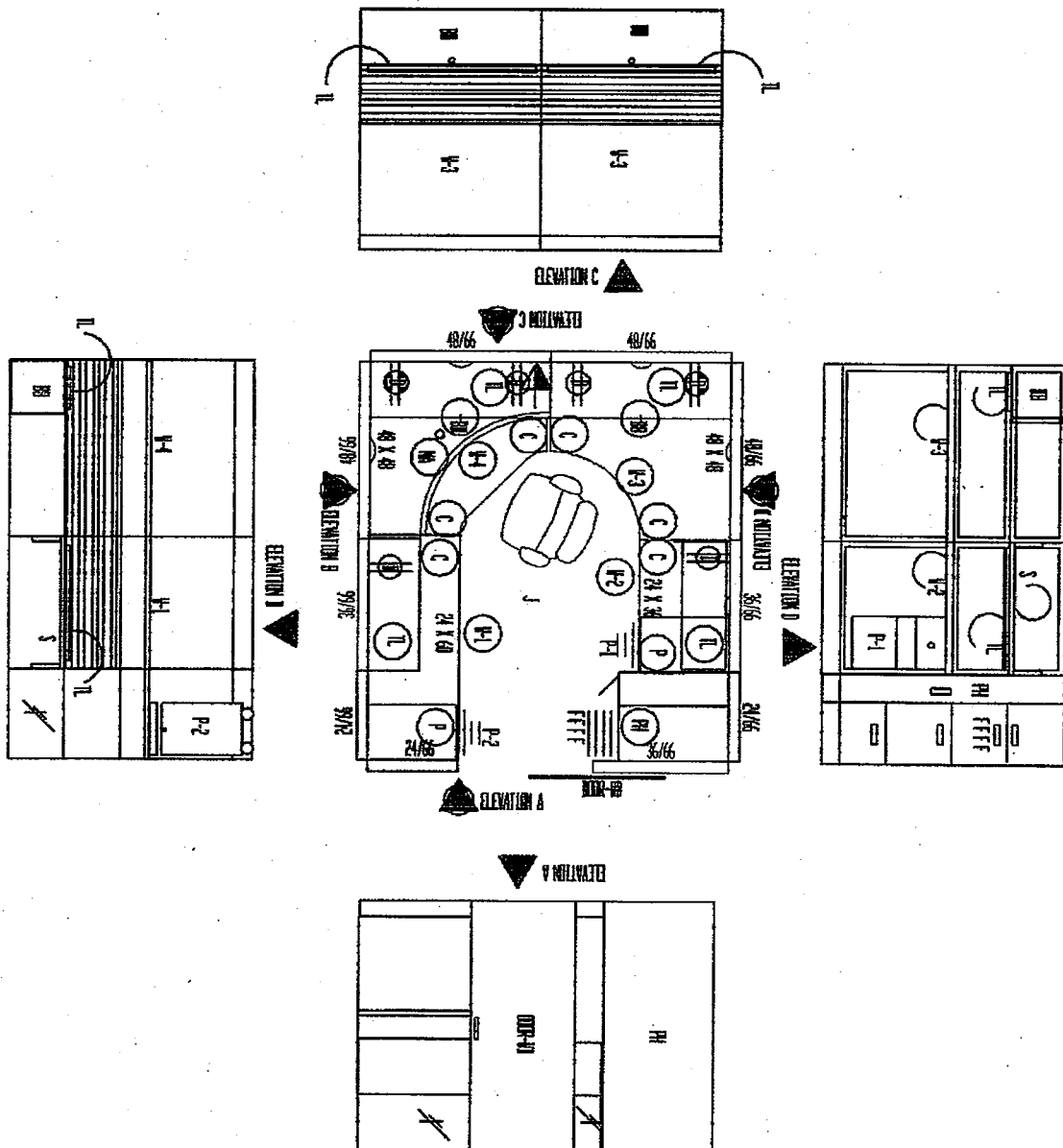
E - OFFICE approx. 100 sf
scale 1/4"=1'-0"

3 of 5



Door with inward
Frame Right/Frame Height

#1: TYPICAL
WORKSTATION 11'6" &
6'11" - Frame Plan
Scale: $\frac{1}{4}" = 1'-0"$



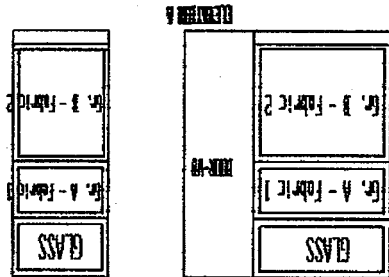
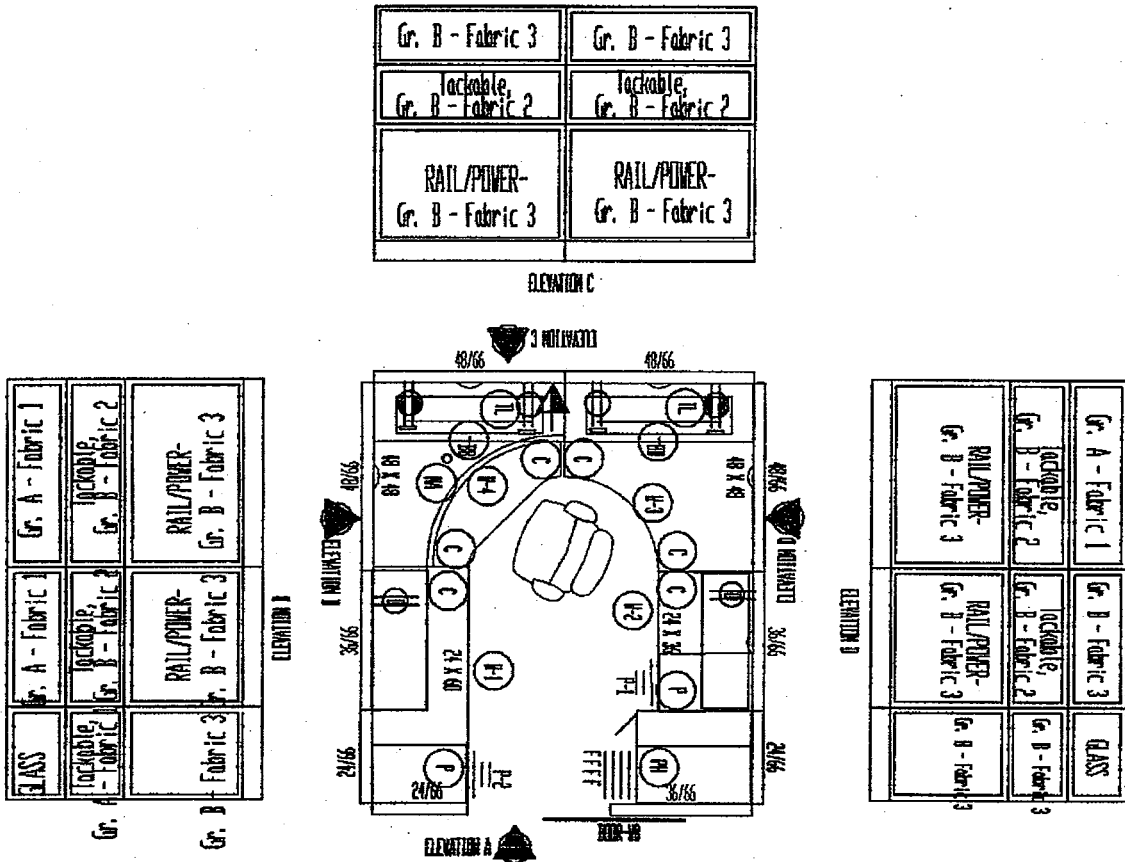
#2: TYPICAL

WORKSTATION 11F &

GII - Component Plan

Scale: $\frac{1}{4}'' = 1'-0''$

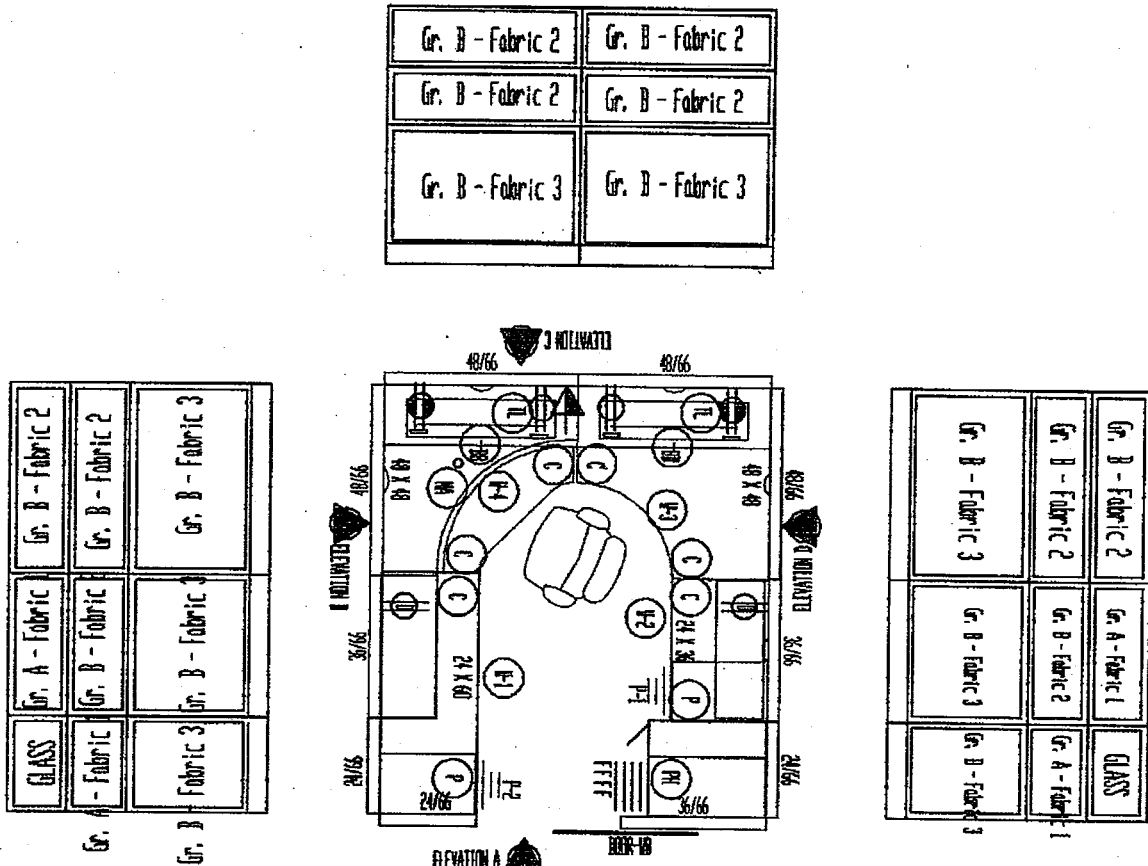
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Gr. A - Fabric 1
Gr. B - Fabric 2
Gr. B - Fabric 3

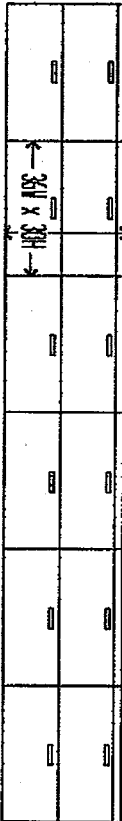
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- P100

#3, TYPICAL
WORKSTATION 11'6" &
G11 - The Plan-Interior
Scale: $\frac{1}{4}" = 1'-0"$



#4: TYPICAL
 WORKSTATION 11F &
 G11 - Tile Plan-Exterior
 Scale: $\frac{1}{4}" = 1'-0"$

- FFFF File Drawers
- P-1 Pedestal 1 - Keyboard
- P-2 Mobile Pedestal
- P-3 Personal Locker
- P-4 Work Surface 1 - 48" x 24"
- P-5 Work Surface 2 - 36" x 24"
- P-6 Work Surface 3 - Curved Corner Work Surface
- P-7 Work Surface 4 - Curved Corner Work Surface Articulating Keyboard Holder
- P-8 Tasklight
- P-9 Tool Panel Work Surface Support
- P-10 Low Level Work Surface Support
- P-11 Open Shelf
- P-12 Closed Liner Bin with Lock
- P-13 Communications Rack
- P-14 Laptop Receptacle
- P-15 Monitor Arm for Flat Screen Monitor
- P-16 Door with Keyboard
- P-17 File Drawer
- P-18 Box Drawer
- P-19 Gr. A - Fabric 1
- P-20 Gr. B - Fabric 2
- P-21 Gr. B - Fabric 3



Line of Floor

#5; TYPICAL
DISTRIBUTED
FILING AREAScale: $\frac{1}{4}" = 1'-0"$

Appendix C – Project Schedule

EPA REGION 8 HEADQUARTERS TRANSITION SCHEDULE REGION 8 IS MOVIN' ON...

Mon 8/5/05

ID	Responsibility	Task Name	Duration	Start	Finish	2004	2005	2006
1	DEVELOPMENT TEAM SELECTION	Qualifying SFO	150 days	Mon 1/12/04	Thu 5/26/04	J	F	M
2	Complete	Building SFO-PON	47 days	Mon 1/12/04	Tue 3/16/04	J	F	M
3	Complete	MOVE ACTION TEAMS	94 days	Fri 3/26/04	Thu 5/6/04	J	F	M
4	Complete	BUILDING DESIGN & CONSTRUCTION	618 days	Mon 6/16/04	Fri 1/12/05	J	F	M
5	Complete	Remove Existing Building	184 days	Mon 6/16/04	Fri 4/22/05	J	F	M
6	Complete	Building 50% Design	78 days	Mon 6/16/04	Fri 1/12/05	J	F	M
7	Complete	Building 50% Design Review	20 days	Mon 12/8/04	Fri 1/23/05	J	F	M
8	Complete	Building 75% Design	60 days	Mon 12/8/04	Fri 2/25/05	J	F	M
9	Complete	Building 75% Design Review	20 days	Tue 3/1/05	Mon 3/28/05	J	F	M
10	Complete	Building HVAC Change/75% Partial Redesign	40 days	Thu 4/14/05	Wed 6/8/05	J	F	M
11	Complete	Building 75% Partial Redesign Review	15 days	Thu 6/9/05	Wed 6/29/05	J	F	M
12	Complete	Building 75% Partial Redesign Comments to OPUS	1 day	Thu 6/30/05	Thu 6/30/05	J	F	M
13	Complete	Building 75% Full Redesign	20 days	Mon 6/13/05	Fri 7/8/05	J	F	M
14	Complete	Building 75% Full Redesign Review	21 days	Fri 7/15/05	Fri 8/12/05	J	F	M
15	Complete	Building 75% Full Redesign Comments to OPUS	1 day	Mon 8/15/05	Mon 8/15/05	J	F	M
16	OPUS	Building 100% Construction Drawings	55 days	Mon 8/15/05	Fri 10/28/05	J	F	M
17	GSA/EPVA	Building 100% Construction Drawing Review	15 days	Mon 10/31/05	Fri 11/18/05	J	F	M
18	GSA	Building 100% Comments to OPUS	1 day	Mon 11/21/05	Mon 11/21/05	J	F	M
19	OPUS	Building Permit (Pleased Submittals)	46 days	Fri 7/15/05	Fri 8/16/05	J	F	M
20	OPUS	Building Core & Shell Construction	433 days	Tue 4/26/05	Fri 1/12/06	J	F	M
21	OPUS	First Floor Slab	43 days	Mon 10/17/05	Wed 12/14/05	J	F	M
22	OPUS	Cable Rough-in	5 days	Mon 3/20/06	Fri 3/24/06	J	F	M
23	OPUS	Second Floor Slab	43 days	Fri 1/11/06	Tue 1/17/06	J	F	M
24	OPUS	Access Floor Installation	6 days	Thu 4/6/06	Thu 4/13/06	J	F	M
25	OPUS	Third Floor Slab	43 days	Mon 1/12/06	Wed 1/25/06	J	F	M
26	OPUS	Access Floor Installation	6 days	Tue 4/25/06	Tue 5/2/06	J	F	M
27	OPUS	Fourth Floor Slab	43 days	Wed 1/24/06	Fri 3/24/06	J	F	M
28	OPUS	Access Floor Installation	7 days	Fri 5/19/06	Fri 5/26/06	J	F	M
29	OPUS	Fifth Floor Slab	43 days	Wed 2/22/06	Fri 4/21/06	J	F	M
30	OPUS	Access Floor Installation	8 days	Tue 6/13/06	Tue 6/20/06	J	F	M
31	OPUS	Sixth Floor Slab	43 days	Mon 3/20/06	Fri 5/12/06	J	F	M
32	OPUS	Access Floor Installation	8 days	Wed 7/12/06	Wed 7/19/06	J	F	M
33	OPUS	Seventh Floor Slab	43 days	Thu 4/20/06	Fri 6/9/06	J	F	M
34	OPUS	Access Floor Installation	8 days	Tue 6/16/06	Tue 6/20/06	J	F	M
35	OPUS	Eighth Floor Slab	43 days	Tue 5/16/06	Fri 6/30/06	J	F	M
36	OPUS	Access Floor Installation	7 days	Wed 6/16/06	Wed 6/23/06	J	F	M
37	OPUS	Ninth Floor Slab	43 days	Tue 5/16/06	Fri 6/30/06	J	F	M
38	OPUS	Access Floor Installation	8 days	Wed 10/4/06	Wed 10/11/06	J	F	M
39	OPUS	Receive Certificate of Occupancy	1 day	Thu 11/2/06	Thu 11/2/06	J	F	M
40	OPUS	INTERIOR DESIGN & CONSTRUCTION	515 days	Thu 12/8/04	Fri 10/13/06	J	F	M
41	OPUS	Validate Program of Requirements	10 days	Thu 12/9/04	Wed 12/22/04	J	F	M
42	OPUS	Blocking/Shedding	32 days	Mon 1/10/05	Tue 2/22/05	J	F	M
43	OPUS	Blocking/Shedding Review #1	2 days	Thu 2/24/05	Fri 2/25/05	J	F	M
44	OPUS	Blocking/Shedding Revision	5 days	Mon 2/28/05	Fri 3/4/05	J	F	M

EPA REGION 8 HEADQUARTERS TRANSITION SCHEDULE REGION 8 IS MOVIN' ON...

Mon 9/5/05

ID	Responsibility	Task Name	Duration	Start	Finish	2004	2005	2006
69	Complete	Blocking/Stacking Review #2	2 days	Wed 8/18/05	Thu 8/17/05	J	F	
70	EPA	Union Develop Sealing Plan Requirements	22 days	Mon 8/22/05	Tue 10/11/05			
71	Complete	Inventory Special Spaces	2 days	Mon 8/22/05	Tue 8/23/05			
72	Complete	Prepare Support Area Space Plans	12 days	Mon 8/22/05	Tue 8/23/05			
73	Complete	Review Support Area Space Plans	2 days	Wed 8/24/05	Thu 8/25/05			
74	MAP	Space Plan Revisions	8 days	Mon 8/29/05	Fri 9/2/05			
75	MAP/EPA	Space Plan Sign-off Meetings	5 days	Mon 8/29/05	Fri 9/2/05			
76	Complete	Prepare Program Locations for each Office	10 days	Mon 8/29/05	Fri 9/2/05			
77	Complete	Review Program Locations for each Office	2 days	Tue 9/6/05	Wed 9/7/05			
78	Complete	Prepare Revised Space Plans each Program	20 days	Mon 9/13/05	Fri 10/7/05			
79	Complete	Review Space Plans to Program Director Level	3 days	Tue 9/13/05	Thu 9/15/05			
80	Complete	Space Plan Revisions	22 days	Mon 9/13/05	Tue 10/11/05			
81	Complete	Review Space Plan Revisions	2 days	Wed 9/14/05	Thu 9/15/05			
82	MAP	Space Plan Sign-off Meetings	10 days	Mon 9/19/05	Fri 10/7/05			
83	MAP/EPA	Space Plan Sign-off Meetings	5 days	Mon 9/19/05	Fri 10/7/05			
84	Complete	Prepare Preliminary Typical Plans	20 days	Wed 9/14/05	Tue 10/11/05			
85	Complete	Backgrounds to OPUS for 75% Redesign	1 day	Wed 9/14/05	Wed 9/14/05			
86	MAP	Prepare AV Study & Program	30 days	Mon 9/19/05	Fri 10/7/05			
87	EPA	Review AV Program	5 days	Mon 10/10/05	Fri 10/14/05			
88	MAP	Revise AV Program	10 days	Mon 10/17/05	Fri 10/28/05			
89	EPA	Approve AV Program	10 days	Mon 10/24/05	Fri 11/11/05			
90	MAP	AV System Design	30 days	Mon 11/14/05	Fri 12/23/05			
91	EPA	Review AV System Design	5 days	Tue 1/3/06	Mon 1/9/06			
92	MAP	Revise AV System Design	10 days	Tue 1/10/06	Mon 1/23/06			
93	EPA	Approve AV System Design	5 days	Tue 1/24/06	Mon 1/30/06			
94	MAP	Backgrounds to OPUS for 100% CD Issue	1 day	Fri 10/21/05	Fri 10/21/05			
95	FPS	Prepare T.I. Security Study & Program	15 days	Mon 9/12/05	Fri 9/30/05			
96	EPA	Review T.I. Security Program	5 days	Mon 10/3/05	Fri 10/7/05			
97	FPS	Revise T.I. Security Study & Program	10 days	Mon 10/10/05	Fri 10/21/05			
98	EPA	Approve T.I. Security Program	3 days	Mon 10/24/05	Wed 10/26/05			
99	FPS	T.I. Security System Design	30 days	Thu 10/27/05	Wed 12/7/05			
100	EPA	Backgrounds to MAP for 100% DIBs	1 day	Thu 12/8/05	Thu 12/8/05			
101	FPS	Review T.I. Security System Design	15 days	Mon 12/19/05	Fri 1/6/06			
102	EPA	Revise T.I. Security System Design	15 days	Mon 1/9/06	Fri 1/27/06			
103	FPS	Approve T.I. Security System Design	10 days	Mon 1/30/06	Fri 2/10/06			
104	EPA	Backgrounds to OPUS for 100% CDs	1 day	Mon 2/13/06	Mon 2/13/06			
105	MAP	Prepare Furniture Design	20 days	Wed 11/23/05	Tue 12/20/05			
106	EPA	Review Furniture Design	3 days	Wed 12/21/05	Fri 12/23/05			
107	MAP	Revise Furniture Design	10 days	Tue 1/2/06	Mon 1/18/06			
108	EPA	Approve Furniture Design	5 days	Tue 1/17/06	Mon 1/23/06			
109	MAP	Interior Design	65 days	Mon 9/5/05	Fri 12/23/05			

EPA REGION 8 HEADQUARTERS TRANSITION SCHEDULE REGION 8 IS MOVING ON...

Mon 9/5/05

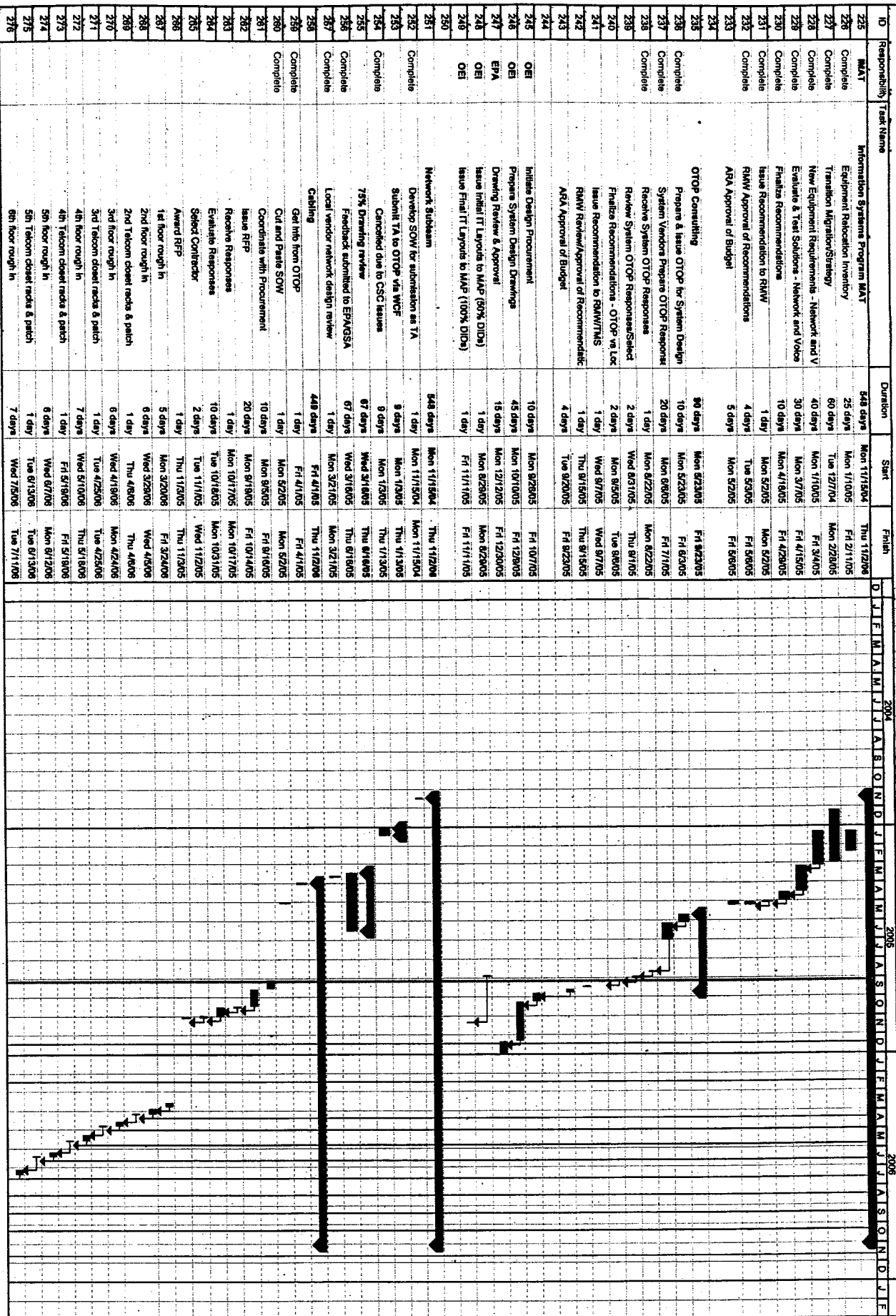
ID	Responsibility	Task Name	Duration	Start	Finish	2004	2005	2006
121	MAP	Prepare 50% Design Intent Drawings	30 days	Mon 8/1/05	Fri 10/28/05	J	A	S
122	MAP	50% DIDs to EPA/GSA/OPUS for Review	1 day	Mon 10/31/05	Mon 10/31/05			
123	EPA	50% Design Intent Drawings Review & Comment	5 days	Tue 11/1/05	Mon 11/7/05			
124	MAP	Prepare 60% Design Intent Drawings	20 days	Tue 10/27/05	Wed 11/23/05			
125	MAP	60% DIDs to EPA/GSA/OPUS for Review	10 days	Mon 11/28/05	Fri 12/9/05			
126	MAP	Review 60% Design Intent Drawings	5 days	Mon 12/12/05	Fri 12/16/05			
127	MAP	60% Design Intent Drawings Approval	5 days	Mon 12/19/05	Fri 12/23/05			
128	MAP	Finalize DIDs and Specifications	4 days	Tue 1/3/06	Fri 1/6/06			
129	MAP	100% DID Package to EPA/GSA/OPUS	1 day	Mon 1/9/06	Mon 1/9/06			
130	OPUS	OPUS Prepare T.I. Construction Drawings	65 days	Mon 12/12/05	Fri 3/10/06			
131	OPUS	T.I. Construction Drawing Review	15 days	Mon 3/13/06	Fri 3/31/06			
132	OPUS	OPUS Review T.I. Construction Drawings	10 days	Mon 4/3/06	Fri 4/14/06			
133	OPUS	T.I. Construction Drawing Approval	10 days	Mon 4/24/06	Fri 5/5/06			
134	OPUS	Building Dept T.I. Construction Drawing Review	24 days	Mon 5/1/06	Tue 4/13/06			
135	OPUS	Receive Interior Permit	1 day	Mon 4/17/06	Mon 4/17/06			
136	OPUS	Interior Construction	173 days	Mon 4/24/06	Fri 10/13/06			
137	OPUS	MOVE ACTION TEAM TASKS	638 days	Mon 8/8/04	Mon 1/22/07			
138	OPUS	Furniture/Equipment MAT (Systems Furn)	593 days	Mon 8/8/04	Fri 10/27/06			
139	OPUS	Develop Furniture Criteria and Rough RFQ	20 days	Mon 8/8/04	Fri 10/1/04			
140	OPUS	Request for Interest	45 days	Mon 8/8/04	Fri 11/5/04			
141	OPUS	Tour Manufacturers Showrooms	12 days	Tue 11/30/04	Wed 12/15/04			
142	OPUS	Complete Market Survey Results	16 days	Mon 12/20/04	Mon 1/10/05			
143	OPUS	Finalize Request For Quotation	34 days	Tue 1/18/05	Fri 3/4/05			
144	OPUS	Issue Request For Quotation	1 day	Mon 3/14/05	Mon 3/14/05			
145	OPUS	Receive Responses	25 days	Tue 3/15/05	Mon 4/18/05			
146	OPUS	Evaluate Responses	40 days	Tue 4/19/05	Mon 6/13/05			
147	OPUS	Finalize Recommendations	5 days	Mon 6/13/05	Fri 6/17/05			
148	OPUS	Issue Recommendation to RMAW/Union/TMS	3 days	Mon 6/20/05	Wed 6/22/05			
149	OPUS	RMAW Review/Approval of Recommendation	11 days	Wed 6/22/05	Wed 7/6/05			
150	OPUS	Union Review/Approval of Recommendation	30 days	Wed 6/22/05	Tue 8/2/05			
151	OPUS	TMS Review/Approval of Recommendation	30 days	Wed 6/22/05	Tue 8/2/05			
152	OPUS	APA Approval of Budget	5 days	Mon 6/13/05	Fri 6/17/05			
153	OPUS	Prepare RFQ Amendment 004	8 days	Mon 8/1/05	Wed 8/24/05			
154	OPUS	Review RFQ Amendment 004	3 days	Thu 8/25/05	Mon 8/28/05			
155	OPUS	Revise RFQ Amendment 004	5 days	Mon 8/28/05	Fri 9/9/05			
156	OPUS	Establish Contracting Requirements	10 days	Mon 8/28/05	Fri 9/16/05			
157	OPUS	Issue RFQ Amendment 004	1 day	Mon 9/19/05	Mon 9/19/05			
158	OPUS	Vendor Prepare Responses	14 days	Tue 9/20/05	Fri 10/7/05			
159	OPUS	Evaluate Responses	1 day	Mon 10/10/05	Mon 10/10/05			
160	OPUS	Issue Recommendation to RMAW/Union/TMS	1 day	Mon 10/31/05	Mon 10/31/05			
161	OPUS	RMAW Review/Approval	5 days	Tue 11/1/05	Mon 11/7/05			
162	OPUS	Union Review/Approval	14 days	Tue 11/1/05	Fri 11/18/05			
163	OPUS	TMS Review/Approval	10 days	Tue 11/1/05	Mon 11/14/05			
164	OPUS	Systems Furniture Award	2 days	Mon 11/14/05	Tue 11/22/05			

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EPA REGION 8 HEADQUARTERS TRANSITION SCHEDULE REGION 8 IS MOVIN' ON...

Mon 9/5/05



EPA REGION 8 HEADQUARTERS TRANSITION SCHEDULE

REGION 8 IS MOVING ON...

Mon 9/5/05

ID	Responsibility	Task Name	Duration	Start	Finish	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
277		6th Telecom closet racks & patch	1 day	Wed 7/12/06	Wed 7/12/06																											
278		7th floor rough in	6 days	Wed 8/2/06	Mon 8/7/06																											
279		7th Telecom closet racks & patch	1 day	Tue 8/8/06	Tue 8/8/06																											
280		8th floor rough in	7 days	Wed 8/30/06	Tue 9/5/06																											
281		8th Telecom closet racks & patch	1 day	Wed 9/6/06	Wed 9/6/06																											
282		8th floor rough in	7 days	Mon 9/25/06	Tue 10/3/06																											
283		8th Telecom closet racks & patch	1 day	Wed 10/4/06	Wed 10/4/06																											
284		system furniture cabling install	67 days	Wed 8/8/06	Fri 10/27/06																											
285		Verify copper	5 days	Sun 10/29/06	Thu 11/2/06																											
286		Fiber Backbone Installation	6 days	Wed 10/4/06	Wed 10/11/06																											
287		Verify Backbone	5 days	Thu 10/12/06	Wed 10/18/06																											
288		Network Switches	224 days	Mon 1/22/06	Mon 9/25/06																											
289		Procure equipment	1 day	Mon 1/2/06	Mon 1/2/06																											
290		Deliver equipment	1 day	Tue 1/3/06	Tue 1/3/06																											
291		Install equipment	15 days	Fri 8/1/06	Mon 8/14/06																											
292		Test equipment	5 days	Tue 8/1/06	Mon 8/14/06																											
293		WAN Connectivity	20 days	Mon 10/2/06	Fri 10/27/06																											
294		RTP for setup and testing	20 days	Mon 10/2/06	Fri 10/27/06																											
295		Receive routers	1 day	Mon 10/2/06	Mon 10/2/06																											
296		Connect to LAN	5 days	Mon 10/2/06	Fri 10/6/06																											
297		Test from LAN to RTP	1 day	Fri 10/6/06	Fri 10/6/06																											
298		VOIP Substream	405 days	Wed 8/1/06	Wed 11/1/06																											
299		Local phone PBX analysis	68 days	Wed 8/1/06	Fri 9/2/06																											
300	Complete	VOIP design from CSC	1 day	Mon 8/28/06	Mon 8/28/06																											
301		VOIP person (FTE or contract)	1 day	Mon 12/06	Mon 12/06																											
302		Initial VOIP	34 days	Mon 8/14/06	Wed 11/1/06																											
303																																
304		Delicenter Substream	332 days	Mon 1/17/06	Fri 8/25/06																											
305		Inventory systems	6 days	Mon 1/17/06	Mon 1/24/06																											
306		Prioritize systems	1 day	Tue 3/1/06	Tue 3/1/06																											
307		Critical systems	1 day	Tue 3/1/06	Tue 3/1/06																											
308		SAN	1 day	Tue 3/1/06	Tue 3/1/06																											
309		Non-SAN	1 day	Tue 3/1/06	Tue 3/1/06																											
310		Non-Critical Systems	1 day	Tue 3/1/06	Tue 3/1/06																											
311		Non-SAN	1 day	Tue 3/1/06	Tue 3/1/06																											
312		Pre-Move Items	5 days	Mon 6/28/06	Fri 8/3/06																											
313		Review meetings	5 days	Mon 6/28/06	Fri 8/3/06																											
314																																
315		Schedule system moves	28 days	Sun 11/5/06	Fri 12/8/06																											
316		1st weekend	1 day	Sun 11/5/06	Sun 11/5/06																											
317		SAN	1 day	Sun 11/5/06	Sun 11/5/06																											
318		Servers, arrays, FC, Quantum	1 day	Sun 11/5/06	Sun 11/5/06																											
319		2nd weekend	1 day	Sun 11/12/06	Sun 11/12/06																											
320		Non-SAN - 11 servers	1 day	Sun 11/12/06	Sun 11/12/06																											
321		3rd weekend	1 day	Sun 11/19/06	Sun 11/19/06																											
322		Non-SAN - 10 servers	1 day	Sun 11/19/06	Sun 11/19/06																											
323		Weekdays - 10	17 days	Mon 11/6/06	Fri 11/24/06																											
324		1st 5 days - 4 per day - 20 systems	10 days	Mon 11/6/06	Thu 11/24/06																											
325		Troubleshoot stability	5 days	Mon 11/20/06	Fri 11/24/06																											
326		Nights - 16 (if necessary)	15 days	Mon 11/20/06	Fri 12/8/06																											
327																																
328																																

Mon 8/5/05

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EPA REGION 8 HEADQUARTERS TRANSITION SCHEDULE REGION 8 IS MOVING ON...

Mon 8/5/05

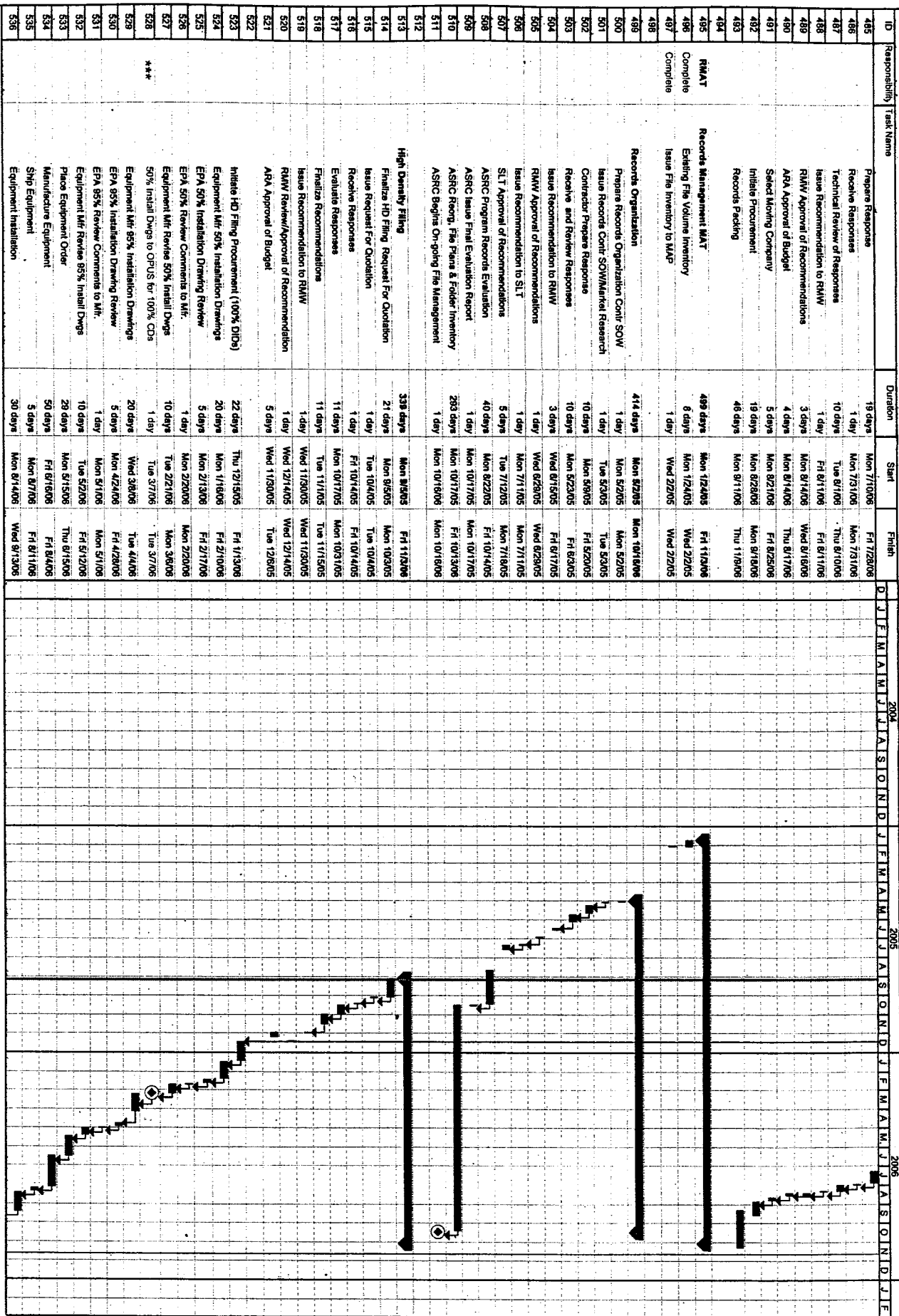
ID	Responsibility	Task Name	Duration	Start	Finish	2004	2005	2006
381		Weekend 2	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
382		Week 2	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
383		Weekend 3	1 day	Fri 1/17/06	Fri 1/17/06	J	F	
384		PC Training Room	419 days	Wed 8/1/05	Fri 1/17/06	J	F	
385		Equipment Inventory	1 day	Wed 8/1/05	Wed 8/1/05	J	F	
386		Define requirements	1 day	Wed 8/1/05	Wed 8/1/05	J	F	
387		Space requirements Room Layout	56 days	Wed 8/1/05	Wed 8/1/05	J	F	
388		Building AV design contract	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
389		Acquisition of new equipment	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
390		Relocation process for existing equipment	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
391		Policies and procedures	353 days	Thu 8/1/05	Fri 1/17/06	J	F	
392		Schedule of moves	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
393		Weekend 1	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
394		Weekend 2	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
395		Week 2	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
396		Weekend 3	1 day	Fri 1/17/06	Fri 1/17/06	J	F	
397		Move checklist	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
398		Disconnected instructions	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
399		Move	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
400		Setup - Test	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
401		Toolbox	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
402		Helpdesk Support	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
403		RRC Subteam	468 days	Wed 8/1/05	Fri 1/17/06	J	F	
404		Equipment Inventory	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
405		Define requirements	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
406		Space requirements and room layout	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
407		Building AV design contract	56 days	Wed 8/1/05	Wed 8/1/05	J	F	
408		Acquisition of new equipment	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
409		Relocation process for existing equipment	1 day	Fri 1/17/06	Fri 1/17/06	J	F	
410		Policies and procedures	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
411		Advanced Media Conference Rooms	408 days	Wed 8/1/05	Sat 1/18/06	J	F	
412		Equipment Inventory	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
413		Define Requirements	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
414		Space requirements and room layout	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
415		Building AV design contract	56 days	Wed 8/1/05	Wed 8/1/05	J	F	
416		Acquisition of new equipment	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
417		Relocation of existing equipment	1 day	Fri 1/17/06	Sat 1/18/06	J	F	
418		Policies and Procedures	1 day	Thu 8/1/05	Thu 8/1/05	J	F	
419		Transition Occupancy MAT	601 days	Thu 8/1/05	Thu 1/18/06	J	F	
420		Develop Transition Contractor SOW	111 days	Thu 8/1/05	Thu 2/1/06	J	F	
421		Finalize Market Research	42 days	Tue 1/23/06	Wed 1/23/06	J	F	
422		Finalize Selection Criteria	47 days	Thu 8/1/05	Fri 1/17/06	J	F	
423		Finalize IGCE	12 days	Wed 1/23/06	Thu 2/1/06	J	F	
424		RMW Approval of Transition Contractor SOW	28 days	Mon 1/23/06	Wed 2/1/06	J	F	
425		Process PR for SOW/IGCE/Funding	11 days	Wed 2/2/06	Wed 2/1/06	J	F	
426		Issue Transition Contractor RFO	1 day	Fri 3/4/05	Fri 3/4/05	J	F	
427		Transition Contractor Prepare Responses	15 days	Mon 3/7/05	Fri 3/25/05	J	F	
428		Reactive Responses	1 day	Mon 4/4/05	Mon 4/4/05	J	F	
429		Technical Review of Responses	1 day	Thu 4/7/05	Thu 4/7/05	J	F	
430		Issue Recommendation to RMW	1 day	Fri 4/8/05	Fri 4/8/05	J	F	
431								
432								

Mon 8/5/05

EPA Region 8 Transition Schedule 080105

EPA REGION 8 HEADQUARTERS TRANSITION SCHEDULE REGION 8 IS MOVIN' ON...

Mon 9/5/05



REGION 8 IS MOVIN' ON...

Appendix D - Environmental Standards

Presidential Executive Order 13101 and Section 6002 of the Resource Conservation and Recovery Act require federal agencies to procure products made with recycled content, products that have a reduced impact on the environment and products that are bio-based. It is also EPA's desire to encourage corporate environmental stewardship through development and implementation of Environmental Management Systems (EMS). EPA Region 8 has an EMS and our guiding principles include:

- Reducing the use of natural resources and dependence on materials extracted from the Earth;
- Reducing the purchase, use and release of man-made toxic substances;
- Ensuring that our decisions and actions protect all communities and people, regardless of location, income or race.

The building that EPA will occupy is slated to meet a Silver LEED rating though we are striving for Gold. It is our intent to get all points possible where furniture is concerned. In this regard, EPA has developed the following standards for selection of systems furniture and distributed filing.

Environmental Standards for Systems Furniture

1. Systems furniture and distributed filing (excluding wood finish options) shall either be Greenguard certified or shall have been tested within the year prior to the date of this RFQ by an independent air quality testing laboratory using testing protocol based on EPA's Environmental Technology Verification Large Chamber Test Protocol for Measuring Emissions of VOCs and Aldehydes (September 1999) and shall demonstrate that the furniture meets or exceeds the allowable emission levels used by the Greenguard program.
2. Work surface substrate shall be made from agricultural fiber board with no added urea-formaldehyde. Agricultural fiberboard is made from by-products of the agricultural industry and does not contain wood fiber. Common examples of agricultural by-products used to make agricultural fiberboard include wheat straw, ryegrass straw and rice hulls. Vendor shall specify what type of agricultural fiber is used in their substrate.
3. Laminate surfaces shall be adhered using water-based or bio-based adhesives. Work surface edging shall not be made from polyvinyl chloride (PVC) plastic.
4. Fabric finishes shall be manufactured with 100% post-consumer recycled polyethylene terephthalate (PET) or from natural fibers. Fabric dyes shall be non-toxic. Vendor shall submit an MSDS for any additional compounds used to treat fabric for such purposes as mothproofing, inhibiting mold and mildew and flame retardants.
5. Tiles and panel finishes shall include fabric finishes that meet the requirements above as well as other environmentally preferable options such as:

-
- steel that contains 16% post-consumer recycled content with a total recycled content of 25-30%; and/or,
 - aluminum that contains 75-100% total recycled content; and/or,
 - agricultural fiber board as described above.
6. Any wood products used shall be certified by the Forest Stewardship Council (FSC). Vendor must be able to provide a letter of certification signed by the lumber supplier, indicating compliance with the FSC "Principles for Natural Forest Management" and identifying the certifying organization.
 7. Portions of the furniture structure made from steel shall contain 16% post-consumer recycled content with a total recycled content of 25-30%. Portions of the furniture structure made from aluminum shall contain 75-100% total recycled content. Metal components shall be powder coated. These specifications also apply to metal components like personal storage cabinets, shelving, overhead bins, lateral filing cabinets, and accessories like paper flow components.
 8. Products made from plastic will be considered inferior. However, if the use of plastic components is necessary, they shall be made from high density polyethylene (HDPE) containing 70-75% post-consumer recycled content with a total recycled content of 95%.
 9. Workstation task lighting shall be equipped with linear fluorescent lighting or compact fluorescent lighting.

Environmental Management System Standards for Vendor

1. The manufacturer of systems furniture should have an environmental management system (EMS) in place that includes, at a minimum, the following elements:
 - a) senior management commitment to environmental management;
 - b) compliance with legal and other requirements;
 - c) targets and objectives to reduce environmental impacts;
 - d) training for employees on the environmental impacts of the facility and ways to reduce those impacts;
 - e) goals for continual environmental improvement;
 - f) a system for monitoring and measuring the facility's environmental performance;
 - g) a system for conducting internal audits of the environmental management system;
 - h) a schedule for management review of the facility's environmental performance.
2. Where applicable, the manufacturer of systems furniture should submit copies of the following:
 - a) Company environmental policy;
 - b) Pollution prevention plan;
 - c) List of facility's environmental aspects;
 - d) Examples of measures taken to reduce environmental impacts of manufacturing;

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- e) List of components or finishes available with systems furniture that have positive environmental attributes in terms of natural resource conservation (e.g., use of materials with recycled content), protecting indoor air quality (e.g., low VOC fabrics, adhesives) and energy efficiency;
 - f) Demonstration of ISO registration (if ISO registered);
 - g) Documentation for manufacturer's take back program describing how, at the end of its lease or useful life, furniture is refurbished, recycled or disposed of in an environmentally sound manner;
 - h) Description of work done with suppliers to reduce the environmental impacts of their products and operations.
 - i) Provide data on the following emissions from operations and explain the trends for the last five (5) years.
 - j) Solid waste destined for the landfill.
 - k) Material recycled.
 - l) Total solid waste, which includes not only landfilled and recycled amounts but also other materials used for fuel, compost, etc.
 - m) Water emissions.
 - n) Air emissions
 - o) Company environmental reports;
 - p) Description of company's efforts to reduce packaging of incoming raw materials and finished products to the end customer.
 - q) List company's participation or membership in EPA voluntary programs (e.g., Performance Track, *WasteWise*, *Design for the Environment*, etc.).
-

Appendix E – Forms for References and Qualifications**PROJECT REFERENCE FORM****Manufacturer's Project Team****Manufacturer's Project Manager (attach résumé)**

<i>Name</i>	
<i>Title</i>	
<i>Address</i>	
<i>Telephone</i>	
<i>FAX</i>	

Factory Representative (attach résumé)

<i>Name</i>	
<i>Title</i>	
<i>Address</i>	
<i>Telephone</i>	
<i>FAX</i>	

Local Representative (attach résumé)

<i>Name</i>	
<i>Title</i>	
<i>Address</i>	
<i>Telephone</i>	
<i>FAX</i>	

Please provide the name of the authorized dealer which will represent your product line for this project

<i>Dealer Name</i>	
<i>Point of Contact/Title</i>	
<i>Address</i>	
<i>Telephone</i>	
<i>FAX</i>	

How long has this dealer been associated with or represented the product line being offered?

Dealer's Project Team

Dealer's Project Manager (attach résumé)

<i>Name</i>	
<i>Title</i>	
<i>Address</i>	
<i>Telephone</i>	
<i>FAX</i>	

Primary Dealer Project Team Customer Representative (attach résumé)

<i>Name</i>	
<i>Title</i>	
<i>Address</i>	
<i>Telephone</i>	
<i>FAX</i>	

Secondary Dealer Project Team Customer Representative (attach résumé)

<i>Name</i>	
<i>Title</i>	
<i>Address</i>	
<i>Telephone</i>	
<i>FAX</i>	

NOTE: The primary customer representative shall be at, or available to, the site on a full-time basis to address any problems and to ensure a smooth installation process. The secondary customer representative shall act as a back-up in emergency situations or in the absence of the primary customer representative.

Provide the names, experience and responsibilities of any other team members that will serve on this project. Please indicate design professionals proposed and attach résumés.

Dealer Project References

Please provide references for two (2) modular/systems furniture projects completed in the last three (3) years of comparable size to this project.

Reference #1	
<i>Project Name</i>	
<i>Project Address</i>	
<i>Client Representative</i>	
<i>Client Phone #</i>	
<i>Number of workstations installed</i>	
<i>Number of floors</i>	

<i>Duration of installation</i>	
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Reference #2	
Project Name	
Project Address	
Client Representative	
Client Phone #	
Number of workstations installed	
Number of floors	
Duration of installation	

Installer Project Team

An Installer Project Team shall be assigned to the EPA project for the duration of the project to ensure a successful installation. Provide the name of the manufacturer trained and experience installer that would install the product proposed for this project.

Installation Company Name	
Point of Contact/Title	
Address	
Telephone	
FAX	

How long has this installation company been in business? _____

How many persons are employed at this installation company (full-time permanent employees)? _____ (full-time temporary employees)? _____ (other types of employees, please specify)? _____

How long has this company been installing modular/systems furniture? _____

How long has this company been installing the product offered? _____

In the past three (3) years, how many projects, with how many workstations; have this company installed for the manufacturer responding to this RFQ? _____

In the past three (3) years, has this company been terminated for cause? If "Yes", please explain. _____

Has this company been the subject of project-related litigation? If "Yes", please explain. _____

Installer Project Manager (attach résumé)

<i>Name</i>	
<i>Title</i>	
<i>Address</i>	
<i>Telephone</i>	
<i>FAX</i>	

Please furnish the names, qualifications, and experience of other team members who will serve primary roles on this project.

APPENDIX F – Project Contact Information

Current Building Address: U.S. EPA, Region 8
999-18th Street, Suite 300
Denver, Colorado 80202

New Building Address: 16th and Wynkoop
Denver, Colorado 80202

EPA Contracting Officer: Mi Suk Cox, Contracting Officer
(cox.mi@epa.gov) 202-564-2832

Contractor Name (A):

Insert contractor name

INSTRUCTIONS TO CONTRACTOR. COMPLETE ALL FIELDS THAT ARE HIGHLIGHTED IN YELLOW. THESE INCLUDE (CONTRACTOR NAME (A)), "LIST PRICE PER WORKSTATION (B)", "DISCOUNT RATE (C)", "RESIDUAL VALUE RATE (D)", "APR (E)", AND UNIT PRICE (F)

Type	Lease Term	List Price Per Workstation (B)	Discount Rate (C)	Discount	Net Price	Residual Value Rate (D)	Residual Value (Buyout)	Net Price Less Residual	APR (E)	Lease Term (Months)	Monthly Price	Residual Value (Buyout)
Office C	7-year Lease (Item No. 1)									84		
Office D	7-year Lease (Item No. 2)									84		
Office E	7-year Lease (Item No. 3)									84		
Office F/G	7-year Lease (Item No. 4)									84		
Dist Filing	7-year Lease (Item No. 5)									84		

Type	Lease Term	Monthly Price	Quantity	Total Monthly Price	Annual Price	Total Lease Payments	Buyout	Lease Price plus Buyout
Office C	7-year Lease		8					
Office D	7-year Lease		64					
Office E	7-year Lease		89					
Office F/G	7-year Lease		637					
Dist Filing	7-year Lease		488					
TOTAL AMOUNT								

TOTAL AMOUNT	
Total Lease Payments	
Residual Buyout	
Design Services	#VALUE!
Installation Services	
Optional Reproduction Svcs	#VALUE!
GRAND TOTALS	#VALUE!

Item No.	Supplies/Service	Quantity	Unit	Unit Price (F)	Total Amount
6	Design Services	1	JOB		#VALUE!
TOTAL AMOUNT (ITEM 6)					
7	Installation Services	1	JOB		
TOTAL AMOUNT (ITEM 7)					
Optional Line Item No. 8: Sub item numbers (8A through 8M) are optional line items and will be exercised at the government's discretion by a bilateral modification to this order. The exercise of these sub item numbers 8A through 8M is contingent upon a continued need for service and the availability of funds.					
Item No.	Supplies/Service	Quantity	Unit	Unit Price (F)	Total Amount
8	Reproduction Services:				
8A	Photocopy (Letter size)	1	EA		#VALUE!
8B	Photocopy (Legal size)	1	EA		#VALUE!
8C	Duazo blue/line (36" x 48")	1	EA		#VALUE!
8D	Duazo blue/line (half size 18" x 24")	1	EA		#VALUE!
8E	Velium Reproducible (36" x 48")	1	EA		#VALUE!
8F	Velium Reproducible (half size 18" x 24")	1	EA		#VALUE!

8G	Mylar Reproducible (36" x 48")	1	EA	#VALUE!
8H	Mylar Reproducible (half size 18" x 24")	1	EA	#VALUE!
8I	Full-size paper photocopy (36" x 48")	1	EA	#VALUE!
8J	Full-size paper photocopy (18" x 24")	1	EA	#VALUE!
8K	Full-size vellum photocopy (36" x 48")	1	EA	#VALUE!
8L	Full-size vellum photocopy (half size 18" x 24")	1	EA	#VALUE!
8M	CD ROM	1	EA	#VALUE!
TOTAL AMOUNT (8A THRU 8M)				#VALUE!